

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: The Housing Authority of The City of Chickasaw

PHA Number: AL166

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction (select one of the choices below).

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

- X The PHA's mission is: **Our goal is to provide drug free, decent, safe, and sanitary**
- 1. Recognize residents as our ultimate customer;**
 - 2. Improve Public Housing Authority (HA) management and service delivery**
 - 3. Seek problem-solving partnerships with residents, community, and government**
 - 4. Apply HA resources to the effective and efficient management and operation of**

housing for eligible fa

efforts th
leadership
public ho

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as numbers of families served or PHAS scores achieved.) PHAs should identify

- X **PHA Goal: Expand the supply of assisted housing**
- Objectives:
- Apply for additional rental vouchers:
 - X Reduce public housing vacancies: **By five percent. The vacancy rate has been reduced by approximately 4% from last FY to this FY.**
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - X Other (list below) **To continue serving the local community**
- X **PHA Goal: Improve the quality of assisted housing**
- Objectives:
- X Maintain public housing management: **Maintain PHAS score at 80 or above**
 - Improve voucher management: (SEMAP score)
 - X Increase customer satisfaction: **by providing more programming as funds are**
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - X Renovate or modernize public housing units: **by remodeling and installing central air conditioning in all units**
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

available for

_____ Other: **To continue to maintain property and upgrade facilities for betterment of residents**

- X PHA Goal: Increase assisted housing choices
Objectives:
_____ Provide voucher mobility counseling:
_____ Conduct outreach efforts to potential voucher landlords
_____ Increase voucher payment standards
_____ Implement voucher home ownership program:
_____ Implement public housing or other home ownership programs:
_____ Implement public housing site-based waiting lists:
_____ Convert public housing to vouchers:
X Other: **Facilitate the freedom of residents/applicants to choose units with the amenities they desire.**

HUD Strategic Goal: Improve community quality of life and economic vitality

- X PHA Goal: Provide an improved living environment
Objectives:
X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.
X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
X Implement public housing security improvements: **by continuing to administer the PHDEP/anti-crime programs**
_____ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
_____ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- X PHA Goal: Promote self-sufficiency and asset development of assisted
Objectives:
X Increase the number and percentage of employed persons in assisted families: **through the implementation of local preferences**
_____ Provide or attract supportive services to improve assistance recipients' employability:
X Provide or attract supportive services to increase independence for the elderly or families with disabilities: **by attempting to work more efficiently with social service agencies who provide services**

_____ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

 X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

 X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

 X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

 X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

 X Other: **To prohibit discrimination in any manner whatsoever**

Other PHA Goals and Objectives: (list below)

In order to combat a vacancy problem that has been ongoing for the past two years, the Chickasaw Housing Authority initiated multiple approaches to eliminate the obstacle. The CHA has been successful in reducing the vacancy rate by approximately 4%. The condition of the units will be improved through our modernization efforts, which will allow us to better compete with the private market. New techniques will be utilized to speed up the application process and the maintenance turnaround of units. Security measures will be implemented that will assure residents/applicants that they are/will be living in a decent, safe, and sanitary environment. Educational/Self-sufficiency programs will be initiated in an effort to promote upward mobility.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

☐ **High Performing PHA**

☐ **Small Agency (<250 Public Housing Units)**

☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

This Plan was developed per HUD rules and regulations in order to provide decent, safe, and affordable housing for residents of our community.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

- ☒ Admissions Policy for Deconcentration. (See ACOP attachment) **The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families in any one development. The specific objective of the Chickasaw Housing Authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income in the Authority's one site. At this point in the fiscal year, the Housing Authority has filled 52% of its available housing stock with families with incomes at or below 30% of the area median income.**
- ☒ FY 2001 Capital Fund Program Annual Statement: See CGP Attachment
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan: See Plan Table
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan: See PHDEP attachment
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text): **All members of the Resident Advisory Board are in agreement with the plan and had no suggestions or comments to add. Resident Advisory Board minutes on file at the Chickasaw Housing Authority .**
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's	Annual Plan: Annual Audit

Applicable & On Display	Supporting Document	Applicable Plan Component
	response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "No impact" and 5 being "Severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	Overall	1	2	3	4	5	Use N/A to indicate that no information is available upon which the PHA can make this assessment.
Income <= 30% of AMI	336	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	723	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	1,192	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	1,779	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	1/1@1,366	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	2/2@6	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	3/3@22	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	4/4@7	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

_____ Consolidated Plan of the Jurisdiction/s

- Indicate year: _____
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- _____ American Housing Survey data
- Indicate year: _____
- _____ Other housing market study
- Indicate year: _____
- _____ Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	**29 Inc.+ 42 = 71		92 (2 year average)
Extremely low income <=30% AMI	51	71.8	
Very low income (>30% but <=50% AMI)	14	19.7	
Low income (>50% but <80% AMI)	6	8.5	
Families with children	37	52.1	
Elderly families	9	12.7	
Families with Disabilities	10	14.1	
Race/ethnicity	2/2 @ 28 families	39.5	
Race/ethnicity	1/1 @ 43 families	60.5	
Race/ethnicity			

Race/ethnicity			
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Characteristics by Bedroom Size (Public Housing Only)			
1BR	33	46.5	
2 BR	21	29.6	
3 BR	11	15.5	
4 BR	6	8.4	
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

****Note that 29 applications are incomplete.**

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to

- owners, particularly those outside of areas of minority and poverty concentration
- _____ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies: **if requested by the appropriate agency.**
- _____ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- _____ Apply for additional section 8 units should they become available
- _____ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- _____ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- _____ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- _____ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- _____ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- _____ Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work: **by continuing our local preferences requirements**
- X Other: (list below) **Follow rules and regulations issued by HUD and do the best possible with the budget constraints to which we are subject.**

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work: **and continue current policies and lease requirements.**
- X Other: (list below) **Follow rules and regulations issued by HUD and do the best possible with the budget constraints to which we are subject.**

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	520,765	
b) Public Housing Capital Fund	573,143	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	70,759	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	348,912	Public Housing Operations
Non-Dwelling Rental	340	Public Housing Operations
4. Other income (list below)		
Late Fees	2,000	Public Housing Operations
Interest from Investments	14,000	Public Housing Operations
4. Non-federal sources (list below)		
Total resources	1,529,919	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

☒ When families are within a certain time of being offered a unit: (state time)

Applicants are generally screened (income, criminal history, credit, & previous landlord) for eligibility within 45 days of being offered a unit.

☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping: **through previous landlord verification**
☒ Other (describe) **Any other criteria set by HUD**

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

a. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public

housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability:
Working families must have at least 6 months of stable work history.
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below) **Families with gross incomes of \$8,000 per year who have been working for six consecutive months.**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

 5 Date and Time

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☒ 2 Working families and those unable to work because of age or disability
- ☒ 4 Veterans and veterans' families
- ☒ 3 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ 1 Other preference(s) (list below) **Families with gross incomes of \$8,000 per year who have been working for six consecutive months.**

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Any time family composition changes
- ☐ At family request for revision
- ☒ Other (list) **Within 10 days of change**

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question. **The Chickasaw Housing Authority is made up of one general occupancy development and one designated elderly/handicapped development. The developments are contiguous. A study of the Authority computer records indicates that 52% of the year to date move-ins have been persons with income at or below the 30% median. The**

Authority's population, as a whole, contains 42% residents with income at or below 30% median.

- b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

- c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
☐ If selected, list targeted developments below:
☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
☐ If selected, list targeted developments below:
☐ Employing new admission preferences at targeted developments
☐ If selected, list targeted developments below:
☐ Other (list policies and developments targeted below)

- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

- e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

____ Not applicable: results of analysis did not indicate a need for such efforts

X List (any applicable) developments below: **All Developments**

- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

X Not applicable: results of analysis did not indicate a need for such efforts

____ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

(1) Eligibility
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

- a. What is the extent of screening conducted by the PHA? (select all that apply)

____ Criminal or drug-related activity only to the extent required by law or regulation

____ Criminal and drug-related activity, more extensively than required by law or regulation

____ More general screening than criminal and drug-related activity (list factors below)

____ Other (list below)

- b. ____ Yes ____ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- c. ____ Yes ____ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. ____ Yes ____ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

____ Criminal or drug-related activity

____ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

____ None

- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- ☐ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability

- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

See ACOP (File al166a01)

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

X The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

____ \$0
____ \$1-\$25
X \$26-\$50

2. X Yes ____ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: **See ACOP (File al166a01)**

a. Rents set at less than 30% than adjusted income

1. X Yes ____ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **Ceiling and/or flat rent charts attached**

0 BR	1 BR	2 BR	3 BR	4 BR
246.00	299.00	352.00	440.00	493.00

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

____ For the earned income of a previously unemployed household member

____ For increases in earned income

____ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

____ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

____ For household heads

____ For other family members

____ For transportation expenses

____ For the non-reimbursed medical expenses of non-disabled or non-elderly families

____ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
☐ Fair market rents (FMR)
☒ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
☒ Other (list below) **Within ten days as per regulations, ACOP, and Lease.**

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.) **This PHA has elected to use the ceiling rents for the permissible period as the flat rents.**

☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below) **Survey of assisted units in area.**

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families
☐ Other (list below)

- d. How often are payment standards reevaluated for adequacy? (select one)

☐ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
☐ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. **File (a1166b01)**
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

. List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	275	**92 (32%)
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8		

Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	275	N/A
Other Federal Programs(list individually)		

****Note:** Average of the past two years

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below) **ACOP, Lease, Maintenance Plan, House Rules**

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

See ACOP (File al166a01)

A. Public Housing

1. X Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: **Meets all requirements and was approved by the local HUD office. The State of Alabama does not have right of discovery.**

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- X PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☐ PHA main administrative office

☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52834.

-or-

☐ The Capital Fund Program Annual Statement is below:

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name): **al166g01**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

____ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ____ Revitalization Plan under development
 - ____ Revitalization Plan submitted, pending approval
 - ____ Revitalization Plan approved
 - ____ Activities pursuant to an approved Revitalization Plan underway

____ Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

____ Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

____ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ____ Yes X No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

____ Yes ____ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: ____ Demolition ____ Disposition
3. Application status (select one) ____ Approved ____ Submitted, pending approval ____ Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) ____ Part of the development ____ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ____ Yes X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development,

unless the PHA is eligible to complete a streamlined submission;
PHAs completing streamlined submissions may skip to component
10.)

2. Activity Description

___ Yes ___ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<u>Designation of Public Housing Activity Description</u>
1a. Development name: 1b. Development (project) number:
2. <u>Designation type:</u> <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
1. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ___ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each

identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

___ Yes ___ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ___ Assessment underway ___ Assessment results submitted to HUD ___ Assessment results approved by HUD (if marked, proceed to next question) ___ Other (explain below)
3. ___ Yes ___ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ___ Conversion Plan in development ___ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ___ Conversion Plan approved by HUD on: (DD/MM/YYYY) ___ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ___ Units addressed in a pending or approved demolition application (date submitted or approved: ___ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) ___ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) ___ Requirements no longer applicable: vacancy rates are less than 10 percent ___ Requirements no longer applicable: site now has less than 300 units ___ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.79 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ____ Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ____ Yes ____ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ____ HOPE I ____ 5(h) ____ Turnkey III ____ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ____ Approved; included in the PHA's Homeownership Plan/Program ____ Submitted, pending approval ____ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ____ Part of the development

____ Total development

B. Section 8 Tenant Based Assistance

1. ____ Yes ____ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

- ____ Yes ____ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ____ 25 or fewer participants
____ 26 - 50 participants
____ 51 to 100 participants
____ more than 100 participants

b. PHA-established eligibility criteria

- ____ Yes ____ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 Only PHAs with the Welfare (TANF) Agency

a. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- X Yes ____ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes what was the date that agreement was signed: 12/15/2000

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies: **Ceiling Rents**
☒ Public housing admissions policies: **Local Preferences**
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Adult Computer Lab/Tutorial	15	Random	PHA Main Office	Public Housing

Youth Computer Lab/Tutorial	15	Random	PHA Main Office	Public Housing
Youth Recreation Program	40	Random	PHA Main Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ____ Yes ____ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

See Lease (on file at Birmingham, HUD Office)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below) **All Developments**

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below) **All developments**

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below) **All Developments**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: al166c01, al166d01, & al166e01)

14. RESERVED FOR PET POLICY

See Pet Policy (File al166f01)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)? _____

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below) _____
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ____ Yes X No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? **None, other than those listed on page 2 of FY2000 annual plan - comments of Resident Advisory Board or Boards.**
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
____ Attached at Attachment (File name)
____ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
____ Considered comments, but determined that no changes to the PHA Plan were necessary.
____ The PHA changed portions of the PHA Plan in response to comments
____ List changes below:
____ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ____ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ____ Yes ____ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process: **According to Alabama law, Housing Authority Board Members are appointed by the Mayor of the City jurisdiction of which the Housing Authority falls under.**
 - a. Nomination of candidates for place on the ballot: (select all that apply)
____ Candidates were nominated by resident and assisted family organizations
____ Candidates could be nominated by any adult recipient of PHA assistance
____ Self-nomination: Candidates registered with the PHA and requested a place on ballot
____ Other: (describe)
 - b. Eligible candidates: (select one)
____ Any recipient of PHA assistance

- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **State of Alabama**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

al166a04 = ACOP

al166b04 = Management Structure Chart

al166c04 = 99 PHDEP Attachment

al166d04 = 2000 PHDEP Attachment

al166e04 = 2001 PHDEP Attachment

al166f04 = Pet Policy

al166g04 = Capital Fund Program Annual Statement #1

al166h04 = Capital Fund Program Annual Statement #2/5 Year Action Plan

al166i04 = Community Service Policy

al166j04 = Statement of Progress towards 5-year Plan Missions/Goals

CHICKASAW HOUSING AUTHORITY

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

A.C.O.P.

August 3, 2000

Revised

Note:

This plan (ACOP) also serves as our "Tenant Selection and Assignment Plan (TSAP)" because it meets the requirements for a TSAP and provides the details as to how this Agency processes the selection and assignment of applicants for Public Housing.

The ACOP also includes the regulatory "One-Strike" provisions for admission to Public Housing and applicable sections of Title V of H.R. 4194, the Quality Housing and Work Responsibility Act.

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EXHIBIT I: RENT COLLECTION POLICY
EXHIBIT J: PET POLICY
EXHIBIT K: COMMUNITY SERVICE REQUIREMENT POLICY

SECTION I. INTRODUCTION

1. **Mission Statement:** - Our goal is to provide drug free, decent, safe, and sanitary housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for residents.

In order to achieve this mission, we will:

- ☞ Recognize residents as our ultimate customer;
- ☞ Improve Public Housing Authority (HA) management and service delivery efforts through effective and efficient management of HA staff;
- ☞ Seek problem-solving partnerships with residents, community, and government leadership;
- ☞ Apply HA resources, to the effective and efficient management and operation of public housing programs, taking into account changes in Federal funding.

2. **Purpose of Policy:** - The purpose of this policy (Admissions and Continued Occupancy Policy) is to establish guidelines for the Public Housing Authority (HA) staff to follow in determining eligibility for admission to and continued occupancy of Public Housing. The basic guidelines for this policy is governed by requirements of The Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and this HA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Parts 900

3. **Primary Responsibilities of the HA:**

- A. Informing eligible families of the availability of public housing assistance;
- B. Determining and posting annually the utility allowances;
- C. Receiving applications from families and determining their eligibility for assistance;
- D. Inspecting Public Housing units to determine that they meet or exceed Housing Quality Standards;
- E. Approving leases;
- F. Collecting rent on a monthly basis from tenants;
- G. Annual re-examinations of income, family composition and redetermination of rent;
- H. Authorizing and processing evictions; and,

- I. Ongoing maintenance and modernization of the public housing inventory.
4. Objectives: - The objectives of this policy are to:
 - A. Promote the overall goal of drug free, decent, safe and sanitary housing by:
 - (1) Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
 - (2) Insuring the fiscal stability of the HA.
 - (3) Lawfully denying admission or continued occupancy to applicants or tenants whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to HA employees.
 - (4) Insuring that Elderly families can live in public housing as long as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aid.
 - B. Facilitate the efficient management of the HA and compliance with Federal Regulations by establishing policies for the efficient and effective management of the HA inventory and staff.
 - C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.
5. Outreach - As much information as possible about Public Housing may be disseminated through local media (newspaper, radio, television, etc.). For those who call the HA Office, the staff may be available to convey essential information.
 - The HA may hold meetings with local social community agencies.
 - The HA may sponsor "Open House" programs within the public housing community to attract potential tenants to view a public housing unit.
 - The HA may make known to the public, through publications in a newspaper of general circulation as well as through minority media and other suitable means, the availability and nature of housing assistance for lower-income families. The notice shall inform such families where they may apply for Public Housing. The HA shall take affirmative actions to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply for Public Housing. When there is a Local Housing Plan pursuant to Section 24 CFR, Part 91 (Comprehensive Housing Affordability Strategy (CHAS)), the HA planned programs will be incorporated in the CHAS.

SECTION II. FAIR HOUSING POLICY

It is the policy of the HA to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, the HA shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, the HA will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's/tenants file.

SECTION III. PRIVACY RIGHTS, VERIFICATION & PRIVACY RIGHTS

- The family must supply any information that the HA or HUD determines is necessary in the administration of the public housing program. "Information" includes any requested certification, release or other documentation.
- The family must supply any information requested by the HA or HUD for use in a regularly scheduled reexamination or an interim reexamination of family income, community service requirements and family composition in accordance with HUD requirements.
- Any information supplied by the family must be true and complete.
- The use or disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purpose directly connected with the administration of the program.
- Applicants will be required to sign the Federal Privacy Act Statement which states under what conditions HUD will release tenant information.
- Requests for information by other parties must be accompanied by a signed release request in order for the HA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.

SECTION IV. DEFINITION OF TERMS

Definitions are amended from time to time and are contained in Section 24 CFR, which are incorporated by reference as if fully set out herein. Copies of this regulation are available in the HA Office.

1. ADJUSTED FAMILY INCOME - Adjusted Family Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:
 - A. A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is (1) seventeen (17) years of age or younger or (2) who is eighteen (18) years of age or older and a verified full-time student and/or is disabled or handicapped according to this Section.
 - B. A deduction of dollar amounts anticipated to be paid for the care of children (including foster children) under thirteen (13) years of age where care is necessary to enable a family member to be gainfully employed or to further his/her education.

The dollar amount must be verified and reflect reasonable charges and cannot exceed the amount of income from employment (if employed).

- C. A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is handicapped or disabled according to this Section.
- D. A deduction for any elderly family:
- (1) That has no Handicapped Assistance Expense, an allowance for medical expenses equal to the amount by which the medical expense shall exceed three (3%) percent of Total Annual Family Income.
 - (2) That has Handicapped Assistance Expenses greater than or equal to three (3%) percent of Total Annual Family Income, an Allowance for Handicapped Assistance computed in accordance with paragraph E of this Section, plus an allowance for medical expenses that is equal to the Family's medical expenses.
 - (3) That has Handicapped Assistance Expenses that are less than three (3%) percent of Total Annual Family Income, an allowance for combined Handicapped Assistance expense and medical expense that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Total Annual Family Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.
- E. A deduction for any family that is not an elderly family but has a handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expense in excess of three (3%) percent of Total Annual Family Income, but this allowance may not exceed the employment received by family members who are eighteen (18) years of age or older as a result of the Assistance to the Handicapped or Disabled person.
- F. Child Care Expenses: Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to **actively seek employment**, be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. **The reasonable amount of charges is determined by the HA, by conducting surveys of local child care providers.** The results are posted in the HA office(s).
7. Income from employment of children (including foster children) under the age of eighteen (18).

Note:

If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident rent will be established at the HA established minimum rent.

2. ADULT - An adult is a person who has reached his/her 19th birthday or 18 years of age and

married (not common law), or who has been relieved of the disability of non-age by the juvenile court. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.

3. BREAK-INS - Break-ins mean bona fide attempts at burglary which are reported to the police department and are subject to verification by written police reports furnished by the Tenant(s).
4. CEILING/FLAT RENT - The method of establishing the reasonable market rental value of units, calculated in accordance with HUD regulations.
5. CHILD - A member of the family, other than the family head or spouse, who is under 18 years of age.
6. CHILD CARE EXPENSES - Child Care Expenses are amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to **actively seek employment**, be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. In the case of child care necessary to permit employment, the amount deducted must be verified and reflect reasonable charges and shall not exceed the amount of income received from such employment. The HA will not normally determine child care expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for the children. An example of an exception may be an unemployed adult that is not capable of caring for a child because of some type of disability and/or handicap. The head of household must document the disability/handicap that prevents the adult from providing child care.
7. CHILD CUSTODY - An applicant/occupant family who does not have full custody of a child/children may only claim a child as a dependent by the following:
 - A. The applicant/occupant must have primary custody of the child.
 - B. The applicant/occupant must provide sufficient evidence that if the applicant were admitted to public housing the child would reside with the applicant. The same child cannot be claimed by more than one applicant (i.e., counted more than once in order to make two (2) singles eligible).
8. CITIZEN - A citizen or national of the United States.
9. DEPENDENT - A member of the family (except foster children **and foster adults**), other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. An unborn child shall not be considered a dependent.
10. DISABLED PERSON - (See Handicapped Person)
11. DISPLACED FAMILY - A person, or family, displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
12. ELDERLY FAMILY - A family whose head or spouse or whose sole member is at least sixty-two (62) years of age, or disabled, or handicapped and may include two or more elderly,

disabled or handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.

13. ELDERLY PERSON - A person who is at least sixty-two (62) years of age.
14. EVIDENCE OF CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS - The documents which must be submitted to evidence citizenship or eligible immigration status.
15. FAMILIAL STATUS - A single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as single persons. Therefore, a single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as a single persons and only entitled to a one bedroom units. Once the child is born and/or the custody is obtained, the family will qualify for a two bedroom unit and authorized to transfer as outlined in the Transfer Section.
16. FAMILY - The term "family" as used in this policy means:
 - A. Two or more persons related by blood, marriage, or by operation of law. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size); who live regularly together as a single household in the dwelling unit. By definition, a family must contain a competent adult of at least 19 years of age or 18 years of age and married (not common law) to enter into a contract and capable of functioning as the head of the household. If an individual is 18 and qualifies under the definition of family by being married, the head of household and the spouse must be parties to the lease. All adult members of the household must sign the lease. There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this policy. Some recognized and acceptable basis of family relationship must exist as a condition of eligibility.
 - B. An elderly family;
 - C. A near-elderly family;
 - D. A disabled family;
 - E. A displaced family;
 - F. The remaining member of a tenant family; and
 - G. A single person who is not elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Note:

Housing assistance limitation for single persons. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family may not be provided (for public housing and other project-based assistance) a housing unit
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with two or more bedrooms.

17. FLAT RENT - The market value of the unit as set by the study conducted by the HA in accordance with HUD rules and regulations.

Note:

For families who choose flat rents, the HA must conduct a reexamination of family composition and community service requirements at least annually, and must conduct a reexamination of family income at least once every three (3) years.

18. FOSTER CHILDREN - With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:
- A. Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available.
 - B. The Landlord's obligation to make reasonable accommodation for handicapped persons.
19. FULL-TIME STUDENT - A member of a family (other than the head of household or spouse) who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree. Verification will be supplied by the attended educational institution.
20. HANDICAPPED ASSISTANCE EXPENSE - Reasonable expenses that are anticipated, during the period for which Total Annual Family Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled family member and that are necessary to enable a family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.
21. HANDICAPPED PERSON AND/OR DISABLED PERSON - A person having a physical or mental impairment which:
- A. Is expected to be of long-continued and indefinite duration,
 - B. Substantially impedes his/her ability to live independently, and
 - C. Is of such a nature that such disability could be improved by more suitable housing conditions.

NOTE:

All three conditions must be met to qualify as handicapped.

A person who is under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 USC 6001(7)). or is handicapped as defined below:

- D. Section 223 of the Social Security Act defines disability as:
- (1) "Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than twelve (12) months; or
 - (2) in the case of any individual who has attained the age of fifty-five (55) and is blind (within the meaning of "blindness" as defined in Section 416(I)1 of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."
- E. Section 102(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:
- "A disability attributable to mental retardation, cerebral palsy, epilepsy or another neurological condition of an individual found by the Secretary (of Health and Human Resources) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual."
- F. No individual shall be considered to be a person with a disability for purposes of eligibility for low income housing solely on the basis of any drug or alcohol dependency.
22. HAZARDOUS DUTY PAY - Pay to a family member in the Armed Forces away from home and exposed to hostile fire.
23. HEAD OF HOUSEHOLD - The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. Also, the head of household is primarily responsible and accountable for the family, particularly in regard to lease obligations.
24. HOMELESS FAMILY - Any individual or family who:
- A. Lacks a fixed, regular, and adequate nighttime residence;
 - B. Has a primary nighttime residence that is:
 - (1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing or housing for the mentally ill);

- (2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
 - C. A homeless family does not include:
 - (1) Any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law; or
 - (2) Any individual who is a Single Room Occupant that is not considered substandard housing.
25. INCOME EXCLUSIONS - Annual Income does not include such temporary, non-recurring or sporadic income as the following:
- A. Casual, sporadic, temporary, nonrecurring income, including gifts.
 - B. Amounts that are specifically received from, or are a reimbursement of, the cost of illness or medical care.
 - C. Lump-sum additions to family assets, such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and workmen's compensation, capital gains, and settlements for personal or property losses.
 - D. The full amount of student financial assistance paid directly to the student or to the educational institution.
 - E. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4636).
 - F. The value of the coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1973 [7 USC 2017(b)].
 - G. Payments received by participants or volunteers in programs pursuant to the Domestic Volunteers Service Act of 1973 [42 USC 5044(g), 5058].
 - H. Income of a live-in aide (as defined in this policy).
 - I. Payments received from the Job Training Partnership Act [29 USC 1552(b)].
 - J. Hazardous Duty Pay for a family member in the Armed Forces away from home and exposed to hostile fire.
 - K. Payment received for the care of foster children.
 - L. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626(a)], or reparation payments made by foreign governments in connection with the Holocaust.

- M. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)].
 - N. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program [42 U.S.C. 8624(f)].
 - O. Income derived from the disposition of funds of the Grand River band of Ottawa Indians (Pub.Law 94-540, 90 Stat. 2503-2504).
 - P. The first \$2,000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408), or from funds held in trust for an Indian tribe by the Secretary of Interior [25 U.S.C. 117(b), 1407].
 - Q. Payments from Programs under Title V of The Older Americans Act of 1965 [42 U.S.C. 3056(f)].
 - R. Amounts received under training programs funded by HUD.
 - S. Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
 - T. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
 - U. For taxable years after December 31, 1990, the earned income tax credit refund. Effective Date: July 25, 1994.
5. Twelve Month Exclusion:
- (1) The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of U.S. Housing Act of 1937, and the Quality Housing and Work Responsibility Act of 1998 (referred to as the 1998 Act) or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:
 - (1) Comparable Federal State or local law means a program providing employment training and supportive services that:
 - (1) Are authorized by a federal, state, or local law;
 - (2) Are funded by federal, state, or local government;
 - (3) Are operated or administered by a public agency;
 - (4) Has as its objective to assist participants in acquiring job skills; and/or
 - (5) If applicable, is a participant in the HA Family Self-

sufficiency Program.

- (2) Exclusion period means the period during which the resident participates in a program described in this section, plus 12 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937 and the 1998 Act. Amount previously being received including TANF, will continue to be counted as annual income.
 - (3) Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
- (2) In addition to the training exclusion listed above, the 1998 Act excludes the income for 12 months of a family member who was previously unemployed for one or more years, which is defined as a minimum of 12 consecutive months. This includes a person who has earned income during the previous 12 months but the income was no more than 10 hours of work per week for 50 weeks at or below the established minimum wage. The 1998 Act also excludes the income for 12 months for any resident who received assistance under the Temporary Assistance for Needy Families (TANF) program in the last six (6) months. The TANF funding received must be a minimum of \$500 over a six month period. A representative from the TANF agency must verify that the resident is or was receiving TANF benefits within the last six months. The six month period will start on the day the resident reports the income to the HA. Also, the 1998 Act excludes for 12 months the income resulting in the participation of a family member in the HA Family Self-sufficiency Program, if applicable to the HA.
 - (3) Phase-in-of-Rent Increases: Upon the expiration of the 12 month exclusion period as described in this section, the rent payable by a family may be increased due to continued employment of the resident but the increases will be limited to 50% of the increase in the total rent increase. The increase will be effective on the first day of the thirteenth month and expire on the twenty-fourth month. After the conclusion of the twenty-four month period, the applicable rent calculated without exclusions, as described in this section, and in accordance with federal regulations will be due and payable on the first of the twenty-fifth month. Total income will include the income counted in the previous twelve months plus 50% of the increase.
 - (4) Maximum four year disallowance. The disallowance of increased income of an individual family member as provided above, is limited to a lifetime 48 month period. It only applies for a maximum of 24 months as described above during the 48 period starting from the initial exclusion period.
 - (5) Inapplicability to admission. The disallowance of increases in income as a result of employment under this section does not apply for purposes of admission to the program.

If a person is employed prior to admission they will not qualify for this income exclusion.

If a family member begins employment after admission they maybe eligible for an income exclusion.

- W. A resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a public housing resident for performing a service for the HA, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No Resident may receive more than one such stipend during the same period of time.
 - X. Compensation from State or local employment training programs and training of a family member as resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the HA.
 - Y. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
 - Z. Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).
 - AA. Adoption assistance payments in excess of \$480 per adopted child.
 - BB. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment received on or after October 28, 1992.
 - CC. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
 - DD. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
- 26. INFANT - A child under the age of two years.
 - 27. INTERIM REDETERMINATION OF RENT - Changes of rent between admissions and reexaminations and the next succeeding reexamination.
 - 28. INS - The U. S. Immigration and Naturalization Service.
 - 29. LIVE-IN AIDE - A person who resides with an Elderly, Disabled, or Handicapped person or persons and who:

- A. Is determined by the HA to be essential to the care and well-being of the person(s)
 - B. Is not obligated for support of the person(s)
 - C. Would not be living in the unit except to provide supportive services. The income of a Live-in-aide that meets these requirements is not included as income to the tenant family. **A Live-in Aide must be approved, in advance, by the HA and meet eligibility requirements for public housing occupancy.**
- 30. LOWER INCOME FAMILY - A family whose Annual Income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD.
 - 31. MEDICAL EXPENSE - Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly families only.
 - 32. MILITARY SERVICE - Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.
 - 33. MINIMUM RENT: Families assisted under the Public Housing program pay a monthly "minimum rent" of not more than \$50.00 per month. The HA has the discretion to establish the "minimum rent" from \$0 up to \$50.00. The minimum rent established by this HA is \$50.00.
 - 34. MINOR - A "minor" is a person under nineteen years of age. Provided, that a married person 18 years of age or older shall be considered to be of the age of majority. (An unborn child may not be counted as a minor.)
 - 35. MIXED FAMILY - A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
 - 36. MONTHLY ADJUSTED INCOME - One-twelfth of Adjusted Annual Income.
 - 37. MONTHLY INCOME - One twelfth of Annual Income. For purpose of determining priorities based on an applicant's rent as a percentage of family income, family income is the same as monthly income.
 - 38. NATIONAL - A person who owes permanent allegiance to the united States, for example, as a result of birth in a United States territory or possession.
 - 39. NEAR ELDERLY - A family whose head or spouse or "sole member" is at least fifty years of age, but below the age of sixty-two.
 - 40. NET FAMILY ASSETS - Net Family Assets means the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership

programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust.

Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, this HA shall include the value of any business or family assets disposed of by an applicant or Tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or Tenant receives important consideration not measurable in dollar terms.

41. NONCITIZEN - A person who is neither a citizen nor national of the United States.
42. PUBLIC HOUSING AGENCY (HA) - Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development of operation of housing for lower income families.
43. RECERTIFICATION - Recertification is sometimes called reexamination. The process of securing documentation which indicates that tenants meet the eligibility requirements for continued occupancy.
44. RE-EXAMINATION DATE - The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent. The re-examination date(s) is the anniversary of the lease.
45. REMAINING MEMBER OF THE RESIDENT FAMILY - The person(s) of legal age remaining in the public housing unit after the person(s) who signed the lease has (have) left the premises, other than by eviction, who may or may not normally qualify for assistance on their own circumstances. **An individual must occupy the public housing unit to which he claims head of household status for one year before becoming eligible for subsidized housing as a remaining family member.** This person must complete forms necessary for housing within ten days from the departure of the leaseholder and may remain in the unit for a reasonable time pending the verification and grievance process. This person must, upon satisfactory completion of the verification process, then execute a new lease and cure any monetary obligations in order to remain in the unit.

Any person who claims him or herself as a remaining member shall, in the event that the HA declares him or her ineligible for remaining member status, be entitled to the grievance process upon notice to him or her that he or she is not considered to be a remaining member of the household. This grievance process must be requested in writing within ten days from the date of the departure of the head of household by the person requesting remaining member status. In the interim time between the time of the request for the grievance process and the decision by the hearing officer, all rent which was due pursuant to the lease, shall be deposited into an escrow account with the HA under the same provisions as those relating to tenants requesting a grievance hearing relating to rent under the grievance process. The HA does not recognize the person as a tenant by giving him or her the opportunity for a grievance

hearing. A remaining member shall not be considered to be a tenant until such time as a new lease is executed by the HA and the person granted tenant status after the verification status.

46. SINGLE PERSON - A person who lives alone, or intends to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a Tenant family.
47. SPOUSE - A spouse is the legal husband or wife of the head of the household.
48. STANDARD PERMANENT REPLACEMENT HOUSING - Is housing
 - A. That is decent, safe, and sanitary;
 - B. That is adequate for the family size; and
 - C. That the family is occupying pursuant to a lease or occupancy agreement.

Note:

Such housing does not include transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence, does not include the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.

49. SUBSTANDARD HOUSING - A unit is substandard if it:
 - A. Is dilapidated;
 - B. Does not have operable indoor plumbing;
 - C. Does not have a usable flush toilet inside the unit for the exclusive use of a family;
 - D. Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;
 - E. Does not have electricity, or has inadequate or unsafe electrical service;
 - F. Does not have a safe or adequate source of heat;
 - G. Should, but does not, have a kitchen; or
 - H. Has been declared unfit for habitation by an agency or unit of government.

A housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

An applicant who is a "homeless family" is living in substandard housing. For purposes of the preceding sentence, a "homeless family" includes any individual or family who:

- (1) Lacks a fixed, regular, and adequate nighttime residence; and
- (2) Has a primary nighttime residence that is:
 - (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing programs);
 - (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Single Room Occupancy (SRO) Housing (as defined in § 882.102 of the CFR) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

50. TEMPORARILY ABSENT FAMILY MEMBERS - Any person(s) on the lease that is not living in the household for a period of more than thirty (30) days is considered temporarily absent.
51. TENANT RENT - The amount payable monthly by the Family as rent to the HA. Where all utilities (gas, water and electricity) are supplied by the HA, Tenant Rent equals Total Tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied by the HA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility.

Note:

The monthly rent that is payable by the tenant must be paid in full, no partial payments will be accepted.

52. TOTAL ANNUAL FAMILY INCOME - Total Annual Family Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of certain other types of income specified in this policy.

Total Annual Family Income **includes**, but is not limited to, the following:

- A. The full amount, before any payroll deduction, of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses);
- B. Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be used as

deductions in determining Net Income.) An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

- C. Interest, dividends and other net income of any kind from real or personal property. (For this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). All allowance for depreciation is permitted only as authorized in Paragraph B of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has Net Family Assets in excess of \$5,000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;
- D. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment; ***(Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS))***
- E. Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay, but see Paragraph 25-C in this section.
- F. Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that are subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - (1) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus
 - (2) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the families' welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage;
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts, including amounts received from any persons not residing in the dwelling. If the payments actually received are different than the determined amount, rent can be adjusted in accordance with Section III D of the dwelling lease.
- H. All regular pay, special payments and allowances (such as longevity, overseas duty, rental allowances for dependents, etc.) received by a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other

family member whose dependents are residing in the unit (but see "hazardous duty pay")

- I. Payments to the head of the household for support of a minor or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head, who is responsible for his support;
- J. Veterans Administration compensation (Service Connected Disability or Death Benefits); and

Note:

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

Tenants that receive lump-sum payments that are included as income and fall in the categories listed above, (*Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)*), must report the income to the Housing Manager as soon as possible but no later than ten (10) calendar days after receipt of the funds and the applicable portion of the payment that is due as back rent is due fourteen (14) days after the HA notifies the family of the amount due.

Unreported Income: If a tenant fails to report income the tenancy will be terminated under the terms of the HA's lease. If the act is determined by the HA to be intentional, the tenant will be obligated to pay the applicable portion of the rent for any and all unreported income. If the unreported income was an unintentional by the tenant the tenant will be billed for the amount due the HA and the amount will be payable within fourteen (14) days. If the payment cannot be made in one payment, the tenant may request the HA to approve a repayment schedule. Any repayment agreement must be in writing and signed by the Tenant and a HA representative.

53. **TOTAL TENANT PAYMENT (TTP):** The TTP for families participating in the Public Housing program must be at least \$50.00, which is the minimum rent established by the HA.

- A. For the Public Housing Program, the TTP must be the greater of:
 - (1) 30 percent of family monthly adjusted income;
 - (2) 10 percent of family monthly income;
 - (3) \$50.00, which is the minimum rent set by the HA, or
- B. The flat rent. The resident may elect the flat rent in lieu of the rent calculated in paragraph "A," above.

It is possible for Public Housing tenants to qualify for a utility reimbursement despite the requirement of a minimum rent. For example, if a Public Housing family's TTP is the minimum rent of \$50 and the HA's utility allowance for the size and type unit the family has selected is \$60, the family would receive a utility reimbursement of \$10 (\$60 less \$50) for tenant purchased utilities.

54. UTILITIES - Utilities may include water, electricity, gas, garbage, and sewage services.
55. UTILITY ALLOWANCE - The cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant rent, but is the responsibility of the family occupying the unit; the utility allowance is an amount equal to the estimate made or approved by the HA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. The family pays directly for utilities and services. The amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the gross family contribution.
56. UTILITY REIMBURSEMENT PAYMENT - Utility Reimbursement Payment is the amount, if any, by which the Utility Allowance for the unit exceeds the Total Tenant Payment for the family occupying the unit.
57. VERY LOW-INCOME FAMILY - A Very Low Income Family means a family whose annual income does not exceed fifty (50%) percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
58. WAGE EARNER - A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms "Wage Earner" and "Worker" are used interchangeably.
59. WELFARE ASSISTANCE - Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

SECTION V. APPLYING FOR ADMISSION

1. How to Apply: - Families wishing to apply for Public Housing shall complete an application for public housing assistance.

Applications will be accepted at the following location(s): 604 Dumont St., Chickasaw, Alabama, on Wednesdays (except the 3rd day of the month) from 8:00 A.M. to 11:00 A.M. and again from 1:00 P.M. to 4:00 P.M.

Applications are taken to compile a waiting list. Due to the demand for housing in the HA's jurisdiction, the HA may take applications on an "open enrollment" basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the information will be verified by the HA.

Applications must be made in person at the HA during the previously specified days and

business hours which are also posted at the HA's Office.

The application must be dated, time-stamped, at the HA's office where tenant selection and assignment is processed.

Individuals who have a physical impairment which would prevent them from completing an application in person may call the HA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. If the applicant is visually impaired, all notices must be in a format understandable by applicant.

2. Closing of Application Taking:

If the HA is taking applications, the HA may suspend the taking of applications if the waiting list is such that additional applicants would not be able to occupy a public housing unit within the next 12 month period. Application taking may be suspended by bedroom size, if applicable. The HA will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the fact that applications for public housing units are being suspended.

To reach persons who cannot read the newspapers, the HA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

3. Opening of Application Taking: When the HA decides to start taking applications, the waiting list may be opened by bedroom size.

The HA will utilize the following procedures:

The HA will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the availability and nature of housing assistance for eligible families.

The Notice must contain the following:

- A. The HA will publish the date applications will be accepted and the location where applications can be completed.

If the HA anticipates suspending the taking of applications after a period of time, the date of acceptance and closing of applications must be published.

- B. Advise families that applications will be taken at the designated office;
- C. Briefly describe the Public Housing program; and
- D. To reach persons who cannot read the newspapers, the HA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

4. Application Period (Dates): - The application taking closing date may be determined administratively at the same time that the HA determines to open enrollment. The open enrollment period shall be long enough to allow enough applicants as required by the projected turnover and the number of public housing vacancies.

SECTION VI. MISSED APPOINTMENTS

An applicant or tenant who fails to keep an appointment without notifying the HA and without re-scheduling the appointment shall be sent a notice of termination of the process for failure to supply such certification, release of information or documentation as the HA or HUD determines to be necessary (or failure to allow the HA to inspect the dwelling unit at reasonable times and after reasonable notice, if applicable) in the following situations:

- Complete Application
- Bringing in Verification Information
- Briefing prior to Occupancy
- Leasing Signature
- Inspections
- Recertification
- Interim Adjustment
- Other Appointments or Requirements to Bring in Documentation as Listed in this Plan
- Scheduled Counseling Sessions
- Move-In appointments

Process When Appointment(s) Are Missed: - For most of the functions above, the family may be given two appointments.

If the family does not appear or call to reschedule the appointment(s) required, the HA may begin termination procedures. The applicant or tenant will be given an opportunity for an informal meeting or hearing, as appropriate pursuant to the grievance process.

If the representative of the HA and/or Hearing Officer makes a determination in favor of the applicant/tenant, the HA will comply with decision unless the provisions of Section VI of the Grievance Procedure is applicable to the hearing officers decision.

Letters Mailed to Applicants by the HA: - If an applicant claims they did not receive a letter mailed by the HA, that requested the applicant to provide information or to attend an interview, the HA will determine whether the letter was returned to the HA. If the letter was not returned to the HA, the applicant will be assumed to have received the letter.

If the letter was returned to the HA and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify the HA, in writing, if their address changes during the application process.

SECTION VII. MISREPRESENTATION BY THE APPLICANT OR TENANT

If an applicant or tenant is found to have made willful misrepresentations at any time which resulted in the applicant or tenant being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible and the lease and/or application will be terminated because of the misrepresentation by the applicant/tenant. If such misrepresentation resulted in tenant paying a lower rent than was appropriate, tenant shall be required to pay the difference between the actual payments and the amount which should have been paid. In justifiable instances, the HA may take such other actions as it deems appropriate, including referring the tenant to the proper authorities for possible criminal prosecution.

SECTION VIII. ADMISSION ELIGIBILITY AND CRITERIA:

1. The HA is responsible for screening family behavior and suitability for tenancy. All families who are admitted to the Public Housing Program in the HA must be individually determined eligible under the terms of this plan. In order to be determined eligible, an applicant family must meet **all** of the following requirements:
 - A. The applicant family must qualify as a family as defined in the Definitions Section.
 - B. The applicant family's Total Annual Family Income as defined in the Definitions Section, must not exceed income limits established by HUD for Public Housing.
 - C. Head of Household must be 19 years of age or older or 18 years old and married (not common law) or a person that has been relieved of the disability of non-age by court action (sometimes referred to as Majority papers).
2. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of the information, including the name and title of the individual contacted, and a resume of the information received.

Applicants are not automatically determined eligible to receive federal assistance. An applicant will not be placed on a waiting list if the applicant's annual family income exceeds the Low and Very Low Income Limits established by HUD and published in the Federal Register, the applicant will be declared ineligible.
3. If the applicant has failed to meet any outstanding requirements for eligibility and is determined ineligible, he/she will be so informed and the reasons stated in writing. The applicant will be granted **ten days** from the date stated on the ineligible letter to request an informal meeting. The applicant may bring any person he/she wishes to represent them at the informal meeting. The request for an informal meeting may be submitted in writing and/or the request may be verbal. However, the request must be received by the HA within the time frame established by the HA for the meeting.

4. Single persons living alone or intending to live alone who do not meet any of the definitions of a family are only eligible for one bedroom and/or efficiency units.
5. Declaration of Citizenship: The HA may not provide assistance to nor make financial assistance available to a person other than United States citizens, nationals, or certain categories of eligible noncitizen in HUD's assisted housing programs.
6. Once an applicant becomes a tenant in the HA's public housing program, the head of household must request permission to add another person to the dwelling lease. The person being added must meet all eligibility requirements before the HA will approve any addition to the dwelling lease.

SECTION IX. VERIFICATION AND DOCUMENTATION

Families are required to provide Social Security Numbers (SSN) for all family members age 6 and older prior to admission, if they have been issued SSN by the Social Security Administration. All members of the family defined above must either:

1. Submit SSN documentation; or
2. Sign a certification if they have not been assigned a SSN. If the individual is under 18, the certification must be executed by his or her parent or guardian. If the participant who has signed a certification form obtains a SSN, it must be disclosed at the next regularly scheduled reexamination, or next rent change.

Verification will be done through the providing of a valid Social Security card issued by the Social Security Administration.

The HA will accept copies of the Social Security card only when it is necessary for the HA to verify by mail the continuing eligibility of participant families.

If an applicant or tenant cannot provide his or her Social Security card, other documents listed below showing his or her Social Security Number **may**, at the HA's discretion, be used for verification. He or she **may** be required by the HA to provide one or more of the following alternative documents to verify his or her SSN, until a valid Social Security card can be provided;

These documents include:

- Drivers license, that displays the SSN.
- Identification card issued by a Federal, State or local agency
- Identification card issued by an employer or trade union
- Identification card issued by a medical insurance company
- Earnings statements or payroll stubs
- Bank statements
- IRS Form 1099 or W-2 Form
- Benefit award letters from government agencies
- Medicaid Cards
- Unemployment benefit letter

Retirement benefit letter
Life insurance policies
Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
Verification of Social Security benefits with the Social Security Administration

If the HA verifies Social Security benefits with the Social Security Administration, the acceptance of the SSN by the Social Security Administration may be considered documentation of its validity.

3. Employer Identification Number (EIN).
4. Applicants may not become residents until the documentation is provided and verified. The applicant will retain their position on the waiting list during this period. The applicant will be given a reasonable time, subject to the circumstances, to furnish the documentation before losing their place on the waiting list and the time may be extended, if such circumstances requires an extension. The decision will be made by a HA representative and documented, in writing, and placed in the applicant's file.

Additional documentation that may be required in determining eligibility:

Temporary Assistance To Needy Families (TANF)
Birth Certificate, or Drivers License that displays the date of Birth and/or form (s) that are issued by a Federal, State, City or County Agency that displays the date of Birth.
Child Care Verification
Credit References (History)
Credit Bureau Reports
Employer's Verification
Landlord Verification
Social Security Benefits
Assets Verification
Bank Accounts: Checking Accounts - \$500 + Balance Saving Accounts - \$100 + Balance

5. Marriage Certificate: If a marriage certificate is not available the following information is acceptable:
Drivers License that displays the same address and last names
Federal Tax Forms that indicate that the family filed taxes as a married couple during the last tax reporting period.
Other acceptable forms of documentation of marriage would include any document that has been issued by a Federal, State, City or County Government and indicates that the individuals are living as a married couple. Couples that are considered married under common law can provide the same information, as listed above, to document that they are living together as a married couple.
The couple also certifies in their application for housing that they are married.
6. Personal References: Personal references (not family) may be used when an applicant cannot produce prior rental history records.

7. Supplemental Social Security Income (SSI) Benefits
8. Unemployment Compensation
9. VA Benefits
10. Any other reasonable information needed to determine eligibility may be requested by the HA, which may include police reports.
11. Separation means the ending of co-habitation by mutual agreement. - *If an applicant is divorced* or separated and has children by that spouse, applicant must provide at least one of the verifications listed below:*
 - A. A FINAL divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
 - B. Receiving court-ordered child support from former spouse.
 - C. Verification that applicant is pursuing child support through Department of Human Resources, Child Support Unit or Circuit Clerks Office.
 - D. If applicant is receiving personal child support, then applicant can make arrangements to have the child support paid through the court system, either through the circuit clerks office, Department of Human Resources, or through a court referee.
 - E. Receiving TANF (Temporary Assistance to Needy Families) through the Department of Human Resources for former spouse's children.
 - F. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
 - G. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
 - H.
 - (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse. agencies, social services agencies.
 - (2) A written statement from an abuse shelter, law enforcement agency, social service agencies that applicant needs housing due to physical abuse.

Note:

Pertaining to 11 H(1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation.

Also, the person involved with physical abuse will be banned from all HA property as long as the applicant lives in assisted housing within the HA property.

- I. Food stamp verification - If no other documentation is available.
12. *If applicant is divorced* or separated from a person and has no children by that person, applicant must provide at least one of the verifications listed below:*
- A. A final divorce decree. *(Applies to individuals who are divorced and are not separated and is the only documentation accepted for individuals that are divorced)
 - B. A notarized statement from current landlord (not family) verifying that the current landlord knows that the applicant and spouse have not lived together for the last six (6) months or more.
 - C. Income tax statements from both husband and wife indicating both filed income taxes separately the last year and that they filed from different addresses.
 - D.
 - (1) Written statement from Lawyer that applicant has filed suit for divorce because of physical abuse.
 - (2) A written statement from an abuse shelter, law enforcement agencies, social services agencies that applicant needs housing due to physical abuse.

Note:

Pertaining to 12 D(1) & (2): Applicant will also be required to sign a statement to the effect that the separated person will not be permitted in the resident's apartment or on the resident's property because of the physical abuse situation.

Also, the person involved with physical abuse will be banned from all HA property as long as the applicant lives in assisted housing within the HA property.

- E. Food Stamp Verification - If no other documentation is available.

SECTION X. GROUND FOR DENIAL OF ADMISSION

1. The HA is not required nor obligated to assist families who:
- A. Owes rent, other amounts, or judgments to any HA or any other federally subsidized housing program, the applicant will be declared ineligible. At the HA's discretion, the applicant may be declared eligible upon payment of debt, with the date and time of application being the time of payment and meeting other criteria.

Note:

Applicants that owe a HA or any other federally subsidized program funds will not be processed for occupancy. The applicant must pay the funds owed prior to the application being processed. After the application is processed the applicant must meet all other conditions for occupancy. Re-paying funds that are due does not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process. Any money owed to a HA which has been discharged by bankruptcy shall not be considered in making this determination.

- B. Have previously been evicted from public housing.
- C. Committed acts which would constitute fraud in connection with any federally assisted housing program.
- D. Did not provide information required within the time frame specified during the application process.
- E. Convicted of drug-related criminal activity or violent criminal activity. The PHA shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- F. Has a history of not meeting financial obligations, especially rent.
- G. Has a record of disturbance of neighbors, destruction of property, or living or housekeeping habits which may adversely affect the health, safety or welfare of the other tenants.
- H. Has a history of criminal activity involving crimes of physical violence to persons or property and other criminal activity which may adversely affect the health, safety or welfare of other tenants.
- I. During the interview process the applicant demonstrates hostile behavior that indicates that the prospective applicant may be a threat to our public housing residents.
- J. The applicant family must have properly completed all application requirements, including verifications. Intentional misrepresentation of income, family composition or any other information affecting eligibility, will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation.
- K. The applicant and all adults must sign a release allowing the HA to request a copy of a police report from the National Crime Information Center, Police Department or other Law Enforcement Agencies. If the HA uses the information to deny or terminate assistance the HA must provide a copy of the information used in accordance with Criminal Records Management Policy.
- L. If the applicant is a former Public Housing or Section 8 participant who vacated the unit in violation of his lease, the applicant may be declared ineligible.
- M. If the HA determines that a person is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The HA may waive this requirement if:
 - (1) The person demonstrates to the HA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - (2) has successfully completed a supervised drug or alcohol rehabilitation

- program;
- (3) has otherwise been rehabilitated successfully; or
- (4) is participating in a supervised drug or alcohol rehabilitation program.

Note:

The above list is not intended to be all inclusive. Applicants may be denied admission if the HA has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare or to affect adversely the physical environment or the financial stability of the project if the applicant were admitted to the project.

2. If an applicant is denied admission, the HA will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an informal meeting on such determination. The denial letter will allow the applicant ten (10) calendar days to request an informal meeting (verbal and/or in writing) with the HA. A HA representative will hear the appeal and issue a decision within ten (10) calendar days of the meeting.
3. As a general rule applicants may be denied admission to Public Housing for the following time frames, which shall begin on the date of application, unless otherwise provided for herein below:
 - A. Denied admission for one (1) year for the following:
 - Past rental record
 - Bad rent paying habits
 - Bad housekeeping habits, in and outside the unit
 - Damages
 - Disturbances
 - Live-ins
 - Demonstrates hostile behavior during the interview process that indicates that the applicant may be a threat to our residents.
 - B. Denied admission for three (3) years for the following:
 - Persons evicted from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
 - The HA can waive this requirement if: the person demonstrates to the HA's satisfaction successful completion of a rehabilitation program approved by the HA, or the circumstances leading to the eviction no longer exist.
 - C. Denied admission for five (5) years for the following:
 - Fraud (giving false information on the application is considered fraud).
 - An arrest or conviction record that indicates that the applicant may be a threat and/or negative influence on other residents. The five years shall begin on the date of the last reported act, completion of sentence and/or probation period.
 - Drug use without evidence of rehabilitation.

- D. Denied admission for ten (10) years for the following:
Conviction for Drug Trafficking.
- E. Denied admission for life to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- F. Denied admission for life to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as “speed”) on the premises of the public housing project. Premises is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

Note:

As noted above these time frames (with the exception of “E & F) are only guidelines and the HA may deny admission to any individual whose behavior may adversely affect the health, safety or welfare of other tenants or may admit persons who exhibit evidence of rehabilitation.

SECTION XI.

TENANT SELECTION AND ASSIGNMENT PLAN

1. Equal Opportunity: - The Fair Housing Act makes it illegal to discriminate on the basis of race, color, religion, sex, handicap, familial status and national origin. This HA shall not deny to any family the opportunity of applying for admission nor shall it deny to any eligible applicant the opportunity of leasing or renting a dwelling suitable to its need in any low-rent project operated by this HA.
2. Selection Process: - Tenants shall be selected from among eligible applicant families whose family composition is appropriate to available dwelling units. The HA will take into consideration the needs of individual families for low rent housing and the statutory purpose in developing and operating a socially and financially sound low-income housing project, which provides a decent home and a suitable living environment and fosters economic and social diversity in the tenant body as a whole. Selection will be made in such a manner as:
 1. For every fiscal year, each HA shall reserve a percentage of its new admissions for families whose incomes do not exceed thirty percent of the area median income. The goal for public housing shall be forty percent of new admissions. In reaching the new admissions goals, the HA's are required to avoid concentrating very low income families in projects.
 - B. To maintain a tenant body in each project composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in the HA's area of operation as defined by state law.
3. Order of Selection: - Applications will be filed in the following hierarchical order:
 - A. Unit size\type needed by applicants
 - B. Local Preferences

- C. Date and time of application
 - D. Provided, however, the provisions of the deconcentration rule, contained within this policy, shall supercede the selection of applicants based on date and time and local preference points, if applicable, and allow the HA to skip families on the waiting list to accomplish this goal.
4. Verification of Preference: - At the time of application, initial determinations of an applicant's entitlement to a Local Preference may be made on the basis of an applicant's certification of their qualification for that Local Preference. Before selection is made, this qualification must be verified.

Note:

An applicant can reject an offer 1 time before losing their place on the waiting list. If an applicant rejects the 1st offer, the applicant will be notified at that time that due to the fact they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. The HA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list, and the next offer of assistance will be made when their name reaches the top of the waiting list.

SECTION XII. GROUNDS FOR DENIAL AND OPPORTUNITY FOR HEARING

If the HA determines that an applicant does not meet the criteria for receiving housing, the HA must promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the HA's designee to review it. If requested within ten (10) days, the meeting must be conducted by a person or persons designated by the HA. The person designated by the HA to conduct the informal hearing shall be an impartial person appointed by the HA other than a person who made the approval of the HA's action under review or a subordinate of such person. The procedures specified in this section must be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status and national origin.

Note:

The HA grievance procedure applies only to residents. It does NOT apply to applicants.

SECTION XIII. INCOME VERIFICATION AND DOCUMENTATION

1. The HA use for verification purposes the following:
- "Verification of Employment" for wage earners;
 - Verification of public assistance for those persons who receive public assistance;
 - Documentation of exceptional medical and/or other expenses (elderly family status);
 - Verifications of assets (savings, stocks, bonds, etc.);
 - Birth Certificates; and

Other means or sources of income verification.

2. Once all of the information is verified the HA shall calculate the monthly rent. Beginning 10/1/1999 the family will be notified of this amount and the amount of the flat rent. The family shall elect, in writing, their choice.

As soon as a determination can be made, applicants will be informed, in writing, by an authorized HA representative that they have been declared eligible or ineligible. Applicants that are determined ineligible will be informed, in writing, of their right to an informal meeting if they believe that such determination is unjust.

The final estimate of Gross Family Income will be made by the HA on the basis of verified information regarding income. Once the HA has determined that an applicant is eligible, then the process of housing the family begins.

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there is income which is not being reported.

Families may not be required to apply for public assistance, but it may be suggested to them. If the family reports zero income, the HA will have the family sign verification forms to verify that no income is being provided.

Families will be required to report any changes in their income status within ten (10) calendar days of the occurrence of employment and/or any other type of income is received. Families with zero income **may** be requested to recertify more frequently.

SECTION XIV. ORIENTATION OF FAMILIES

1. Briefing: Purpose of the Briefing: - The purpose of the briefing is to cover the occupancy requirements for the tenant and the landlord. The briefing is conducted as follows:
 - A. Once the HA determines that an applicant is eligible and the applicant's name reaches the top of the waiting list, the HA shall offer an apartment to the applicant. The applicant shall be given an opportunity to view the apartment prior to the signing of the lease and other documents required before occupancy. After the offer is made and after this viewing, and when the offer is accepted, a HA representative will schedule an appointment with the prospective tenant, for orientation.

An Applicant can reject an offer 1 time before losing their place on the waiting list. If an applicant rejects the 1st offer, the applicant will be notified at that time that due to the fact that they refused the offer of assistance, the date and time of their application is being changed to the date and time that they refused the offer. This will be explained verbally and followed-up in writing to the applicant. The HA will notify (verbally and in writing) the applicant that their actions may affect their place on the waiting list and the next offer of assistance will be made when their name reaches the top of the waiting list.
 - B. The applicable deposit, unearned rent and other charges, (if applicable), will be

collected, as soon as possible after the briefing is scheduled, and before the briefing is held.

- C. At the briefing, the Lease and Grievance Procedure is explained in detail to the applicant and/or applicants (there can be more than one family at the briefing.)
 - D. The signing of all required occupancy forms is to be privately handled at the end of each briefing.
 - (1) The required occupancy forms are explained at that time and the dwelling lease is signed by the prospective tenant and a HA representative.
 - (2) Appointment for move-in is scheduled at the end of the lease signing at project office.
2. Briefing Attendance Requirement: - All families (head of household) are required to attend the briefing when they are initially accepted for occupancy. No family can be housed if they have not attended a briefing.

Failure to attend a scheduled briefing (without notice to the HA) will result in the family's application being placed in the inactive file and the family may be required to reapply for assistance. Applicants who provide prior notice of an inability to attend a briefing will be scheduled for the next briefing.

Failure of a applicant to keep a scheduled check-in, without good cause, may result in the cancellation of the occupancy process and the applicant required to reapply for assistance.

3. Format of the Briefing: - The applicant is provided a copy of the Dwelling Lease and Grievance Procedure and the provisions of the Lease and Grievance Procedure are explained to the Tenant, and the lease specifies the unit to be occupied, family composition, date of admission, the rent to be charged, utility allowances, and the terms of occupancy. If for any reason the family becomes over or under housed they must be informed that once a unit of the appropriate size is available they must move to the appropriate size unit as outlined in Transfers. Also, if there is a change in family composition that caused the family to be over or under housed the family will be required to move to the appropriate size unit when a unit becomes available. The moving date should be within thirty (30) days of the date of the HA's written notification to the affected family. If the HA has more vacancies than families on the waiting list for the unit size of the family that is over housed, the family may remain in the unit until the next scheduled re-exam. However, families that are under housed should be housed in the appropriate size unit as soon as a unit is made available, but not more than thirty days after notice from the HA.

4. Dwelling Lease completion:

- A. All adult (19 years of age and older) members of a family eligible for admission to the housing community shall be required to sign the Dwelling Lease prior to admission. One executed copy is to be furnished the tenant and the original executed copy is to be retained in the Tenant file established for the family by the HA. A copy of the Grievance Procedure shall be attached to the Tenant's copy of the Lease.

- B. When a Tenant family transfers to another dwelling, the existing Lease shall be canceled and a new Dwelling Lease executed for the present dwelling.
- C. If at any time during the life of the Dwelling Lease, any other changes in the Tenant's status results in the need to change or amend any provision of the Lease, or if the tenant status changes resulting in a replacement of page one of the Lease, this page shall be completed, signed, and a copy given to the Tenant as the replacement for page one.
- D. A duplicate form of acknowledgment and understanding which lists all items of which the tenant has been informed shall be signed by the tenant and the HA representative. A copy of this form shall be attached to the Tenant's copy of the lease along with copies of items as referred to and a copy maintained in the tenant's file.

SECTION XV. ANNUAL INSPECTIONS OF PUBLIC HOUSING UNITS

The HA has a system in place that documents the inspection of all public housing units. If the inspection results in a work order the repairs are made in accordance to the urgency of need as documented by the inspection sheet. The HA has a system that tracks each inspection. The inspection sheet used by the HA meets or exceeds the requirements of the Section 8 Housing Quality Standards (HQS).

SECTION XVI. INSPECTION AND ENTRY OF UNIT PROCEDURES

The tenant will be given notice as outlined in the Dwelling Lease, **except for emergencies/search warrants**, that the unit will be inspected. The notification will indicate the date and the approximate time of the inspection. If the inspection indicates that the tenant has poor housekeeping habits that need to be improved upon, the inspector will file a report and the Project Manager will schedule a meeting with the tenant to counsel the tenant on their poor housekeeping habits. A follow-up inspection will be conducted by the Manager within 30-days of the counseling session and if the problem continues to exist the Manager may take whatever action that is necessary to correct the situation. If the tenant fails to improve, the provisions of the dwelling lease can be enforced and the tenant evicted. However, the Manager should take steps to help the tenant improve before starting the eviction process.

If the inspection indicates that the tenant has created damage that is beyond normal wear and tear, the damaged items will be replaced and the tenant billed for the damages, as posted. If the damage is severe, a report will be provided to the Manager and the Manager will take appropriate action with the tenant.

HA staff and/or agents of the HA have authority to enter any unit if it is suspected that an "Emergency" situation exists. If for any reason a unit is entered by authorized HA personnel the tenant will be provided with the reason for the entry, by leaving a written notice of the time, date and reason for the entry.

HA staff and/or agents of the HA, at the direction of the Police will open the door to a unit when law-enforcement officials present a lawfully executed search warrant (plus, provide a copy of the search warrant to HA staff) for a dwelling unit managed by the HA. HA staff and/or its agents will

write down the name(s) of the Police Officers and keep the copy of the search warrant. These documents will be filed in the residents file folder. HA staff will not enter the unit. This action will prevent the law enforcement officers from having to breakdown the door and causing damages to the unit.

SECTION XVII. TYPES OF INSPECTIONS:

An authorized representative of this HA, tenant and/or adult family member, shall be obligated to inspect the premises prior to commencement of occupancy. A written statement of condition of the premises and all equipment will be provided, and same shall be signed by both parties with a copy retained in tenant's file. The HA representative shall inspect the premises at the time the tenant vacates and furnish a statement of any charges to be made provided the tenant turns in the proper notice under state law and requests the proper inspection. The tenant shall be provided an opportunity to participate in a move out inspection, unless tenant vacates without notice. The tenant's security deposit can be used to offset against any tenant damages to the unit.

1. Move-in Inspections: - Performed with the resident at move-in and inspection documented by HA on inspection form and signed by the tenant. This inspection documents the condition of the unit at move-in.

Note:

Any adult member of the household is allowed to sign the inspection form for the Head of Household.

2. Move-out Inspections: - Performed with tenant, if possible, and documented by HA on inspection form and signed by the tenant, if present. This inspection determines if the tenant is responsible for any damages and owes the HA funds. Any deposit will be used to offset the funds due the HA.
3. Annual Inspections: - The HA inspects 100% of its units annually using standards that meet or exceed Uniform Physical Condition Standards (UPCS).
4. Preventive Maintenance (PM) Inspections: - PM inspections are performed by HA staff on a regular basis and the residents are given at least two days notice prior to the inspection.
5. Project Manager Inspections: - The HA representative may perform random home visits to see if the resident is keeping the unit in a decent, safe and sanitary condition. This visit can also be used as an opportunity to get to know the tenant and see if they have any specific needs that we can help them with and/or refer them to a service agency. The tenant will be given at least two days notice, prior to the inspection.
6. Special Inspections: - Representatives from the U. S. Department of Housing and Urban Development and/or other Government Officials visit the HA to monitor operations and as part of the monitoring they will inspect a sampling of the public housing inventory. The affected tenants will be given two days notice.
7. Emergency Inspections: - If any employee and/or agent of the HA has reason to believe that an emergency exists within the public housing unit, the unit can be entered **without**

notice. The person(s) that enters the unit must leave a written notice to the tenant that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

SECTION XVIII. DETERMINATION OF RENT, RE-EXAMINATION OF INCOME AND FAMILY CIRCUMSTANCES

1. Determination of Rent: Rent as fixed at admission or annual re-examination will remain in effect for the period between regular rent determinations unless the following changes in family circumstances occur. Also, tenant agrees to report, in writing, and provide certification following any change in annual income within ten (10) calendar days of the occurrence.
 - A. Loss or addition of family composition of any family member through birth, death, divorce, removal of other continuing circumstances and the amount, if any, of family member's income;
 - B. Employment, unemployment, or changes in employment of a permanent nature of the family head, spouse, or other wage earner that is 18 years of age; or
 - C. To correct errors made at admission or reexamination which shall be retroactive to the date of error.
 - D. Temporary employment/unemployment or increases and decreases in wages **"for any reason"** of less than 30 days will not constitute a rent adjustment.
 - E. The HA must lower the rent for a family whose income is reduced because of the expiration of a welfare-initiated time limit. This must be reported by the Tenant within ten days from the time of the change of income in accordance with the Dwelling Lease. Provided, however, that if the family's welfare benefits are reduced of a fraudulent act on the part of a family member, the HA is prohibited from reducing the family's rent contribution to reflect the lower benefits income.
2. Annual Re-examination:
 - A. Once each year, or as required by this HA, each family will be required to furnish information in Section III (A) of the Dwelling Lease. Verifications acceptable to the HA shall be obtained and determinations made. In the event of failure or refusal of Tenant to report the necessary information, the HA may terminate the Lease. This reexamination shall be done on the move-in anniversary date.
 - B. Records shall be maintained to insure every Tenant being reexamined within a twelve month period.
 - C. Upon completion of reexamination and verification, Tenant shall be notified, in writing, no later than thirty (30) days prior to the effective date of the following: (A copy of such notification is to be retained in the Tenant's file.)
 - (1) Any change in rent and the date on which it becomes effective.
 - (2) Any change required in the size of dwelling unit occupied.
 - (3) Any instance of misrepresentation or noncompliance with the terms of the

- Dwelling Lease and the corrective action(s) to be taken.
- (4) Beginning 10/1/1999 the family will be notified of this amount and the amount of the flat rent. The family shall elect, in writing, their choice.
- D. In the event of change in tenant circumstances tenant will be sent a notice to report to the management office at a specified date and time to execute a new first page of the Lease.
 - E. If this HA determines that the size of the premises is no longer appropriate for Tenant's needs the tenant may be required to transfer to another units as outlined in, Transfers.
3. Interim Redetermination of Rent: - Rent as set at admission or Annual Re-examination will remain in effect for the period between regular rent determinations unless changes in family circumstances occur. Tenant is required and agrees to report, in writing, the following specified changes in family income and composition within ten (10) calendar days of occurrence.
- A. Loss or addition to family composition of any kind through birth, death, marriage, divorce, removal or other continuing circumstance and the amount, if any, of such family member's income. Any such additions, other than birth, must be approved by the HA in advance, and must qualify, the same as an applicant or any prospective new tenant.
 - B. Employment, unemployment or changes in income for employment of a permanent nature of the family head, spouse, or other wage earner eighteen (18) years of age or older.
 - C. The starting of or stopping of, or an increase or decrease of any benefits or payments received by any member of the family or household from Old Age Pension, Aid for Dependent Children, Black Lung, Railroad Retirement, Private Pension Fund, Disability Compensation, Veterans Administration, Child Support, Alimony, Regular Contributions or Gifts. Lump sum payments or retroactive payments of benefits from any of the above sources which constitute the sum of monthly payments for a preceding period paid in a lump sum must be reported and rent adjusted retroactively on such income to date of eligibility for any family member residing in the household for that period of time.
 - D. Cost of living increases in Social Security or public assistance grants need not be reported until next re-examination and redetermination of rent.
 - E. Errors of omission made at admission or re-examination shall be corrected by the HA. Retroactive payments will be made to the tenant if the error is in the tenant's favor.
 - G. A tenant who has had an income reduction\increase after initial occupancy or after annual re-examination must report all changes in income within ten (10) calendar days regardless of the amount or source.
 - H. For families paying a flat rent, the head of household may request at any time that his/her rent be changed to an income based rent due to a financial hardship. Financial

hardships include the following situations:

The family has experienced a decrease in income because of changed circumstances, including loss or reduction in employment, death in the family, or reduction in or loss of earnings or other assistance;

The family has experienced an increase in expenses, because of changes circumstances, for medical cost, child care, transportation, education, or similar items;

Such other situations determined by the HA to be appropriate.

Note:

A family that changes from a flat rent to an income based rent due to a financial hardship may not elect to return to a flat rent until the next regular re-examination.

4. Notice of Temporary Rent: - On occasions, the HA is required to compute rent based on information that is supplied by the tenant and third party information that has not or will not be provided by the employer. When this situation occurs the HA will compute a temporary rent based on the information available. Once the information is verified the tenant will be notified in writing. If an underpayment was made based on the information provided the tenant will have fourteen (14) days from the date of the HA notification to pay the amount specified. If the tenant has made an overpayment, that amount will be credited to the tenant account. The Head of Household and Spouse (if applicable) and a HA representative signs this Notice of Temporary Rent and it is filed with the dwelling lease and a copy provided to the tenant.
5. The effective dates of Interim Redetermination of rent:
 - A. Any decrease in rent resulting from any decreases in family income will be made effective the first of the month following the date the decrease in family income was reported and verified in writing.
 - B. The tenant agrees to pay any increase in rent resulting from an increase in family income the first of the second month following the date in which such increase in family income occurred, and to pay any back rent due because of failure on the part of the tenant to report such increase in family income.
 - C. Any interim change in rent will require reverification of all family income that has not been verified within ninety (90) calendar days of the previous rent determination.
 - D. Tenant agrees to pay any increase in rent resulting from the implementation of changes in rent computation or increases due to changes in regulations, policies or procedures requiring implementation by the United States Department of Housing and Urban Development (HUD).
 - E. Employment, unemployment or changes in employment of any nature (example, employed but not working due to illness that is not compensated by the Employer) of the family head, spouse or any other wage earner 18 years of age or older.
 - F. If it is found that a tenant has misrepresented or failed to report facts upon which rent is based so that the tenant is paying less than the tenant should be paying, the increase

in rent shall be made retroactive to the date the increase would have taken effect. The tenant will be required to pay the difference between the rent paid and the amount that should have been paid. In addition, the tenant may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation which may result in eviction.

6. Special Re-examinations: - Special reexaminations are pre-scheduled extensions of admission or continued occupancy determinations, and will be considered for the following reasons:
 - A. If it is impossible to determine annual family income accurately due to instability of family income and/or family composition, a temporary determination of income and rent is to be made and a special re-examination shall be scheduled for thirty (30), sixty (60) or ninety (90) days, depending on circumstances. The tenant shall be notified, in writing, of the date of the special re-examination.
 - B. If the family income can be anticipated at the scheduled time, the reexamination shall be completed and appropriate actions taken. If a reasonable anticipation of income cannot be made, another special re-examination shall be prescribed and the same procedure followed as stipulated in the preceding paragraph until a reasonable estimate can be made.
 - C. Rents determined at special re-examinations shall be made effective as noted in this section.
7. Minimum Rent Hardship Exemptions:
 - A. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:
 - (1) The family has lost eligibility for, or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
 - (2) The family would be evicted as a result of the implementation of the minimum rent (this exemption is only applicable for the initial implementation of a minimum rent or increase to the existing minimum rent).
 - (3) The income of the family has decreased because of changed circumstance, including loss of employment.
 - (4) A death in the family has occurred which affects the family circumstances.
 - (5) Other circumstances which may be decided by the HA on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the HA prior to the rent becoming delinquent and before the lease is terminated by the HA.

- B. If a resident requests a hardship exemption (**prior to the rent being delinquent**) under this section, and the HA reasonably determines the hardship to be of a temporary nature, exemption shall not be granted during a ninety day period beginning upon the making of the request for the exemption. A resident may not be evicted during the ninety day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long term basis, the HA shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period. This Paragraph does not prohibit the HA from taking eviction action for other violations of the lease.
8. Reduction of Welfare Benefits: If the resident requests an income re-examination and the rent reduction is predicated on a reduction in tenant income from welfare, the request will be denied, but only after obtaining written verification from the welfare agency that the families benefits have been reduced because of:
 - A. Noncompliance with economic self-sufficiency program or;
 - B. Work activities requirements or;
 - C. Because of fraud.
 9. Exception to rent reductions: Families whose welfare assistance is reduced specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement will not have their rent reduced.
 10. Community Service and Self-Sufficiency Requirements: SEE COMMUNITY SERVICE POLICY, SECTION XXVII.

SECTION XIX. TRANSFER

1. Objectives of the Transfer Policy:
 - A. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
 - B. To facilitate a relocation when required for modernization or other management purposes.
 - C. To facilitate relocation of families with inadequate housing accommodations.
 - D. To eliminate vacancy loss and other expense due to unnecessary transfers.
2. Types of Transfers:
 - A. HA initiated: The HA may at its discretion transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management. For these types of transfers the HA will cover the cost of the transfer pursuant to cost allowed by HUD.

- B. Transfers for Reasons of Health: Tenant may be transferred when the HA determines that there is a medical need for such transfers, such as inability to negotiate stairs or steps. The tenant will be required to provide a statement from a medical doctor which indicates the condition of the tenant and the HA reserves the right to make its own evaluation of the situation and documentation. If the HA determines that there is not a substantial and necessary medical need for such transfer, the request for transfer shall be treated as a convenience transfer. Normally such transfers will be within the tenant's original neighborhood unless the appropriate size and type of unit does not exist on the site. The tenant must pay for all of their moving expenses and a transfer fee.
- C. Convenience Transfers: The Executive Director or his/her designee may at his/her discretion permit a transfer to another housing community or public housing facility for the convenience of the tenant for good cause. However, the cost of the transfer shall be borne by the tenant. A "Transfer Charge" list is posted in the HA offices and is based on our contract price for maintenance and a administrative charge of **\$300.00** for processing the transfer. The transfer charge list is updated annually by the HA. The HA will charge the actual cost of the transfer, which includes the administrative cost, the cost of preparing the unit for re-rental and, if applicable, a penalty for not turning in the keys to the old unit within 2 days of the transfer. The tenant is allowed a period of 2 days to move and turn in the keys to the old unit without being charged a penalty. If the move takes more than 2 days and the keys are not turned in the tenant will be charged a penalty of **\$20.00** per day for each day the keys are not turned in to the HA. All transfer charges must be paid at the time the tenant signs his/her lease and receives the keys for the new unit. The Landlord will perform a final inspection, with the tenant, on the unit that the tenant transferred from, after the keys are turned in, and a final determination will be made by the HA staff as to additional charges that may be due the HA. For example, the tenant may not have cleaned the unit properly and/or damaged the unit during the moving process. If there are any charges that are due the HA, as a result of this inspection, the tenant must pay for these damages within fourteen (14) days of written notice from the HA. The tenant must sign a transfer agreement after the HA has authorized the transfer and prior to the transfer.

Request for transfers for convenience must be made, in writing, to the HA at the tenant's residential office stating the reason for the requested transfer. The HA will issue a decision within thirty (30) calendar days of receipt of the request, and if approved, provide the tenant with a list of the charges that will be the tenants responsibility to pay prior to the transfer.

- D. Transfers for Over/Under-housed Families to the Appropriate Unit - The HA may transfer residents to the appropriate sized unit and that tenants are obligated to accept such transfers. Transfers will be made in accordance with the following principles:
- (1) Determination of the correct sized apartment shall be in accordance with the HA's occupancy guidelines, as outlined in Occupancy Guidelines.
 - (2) Transfers into the appropriate sized unit will be made within the same neighborhood unless that size does not exist on the site.
 - (3) The tenant must pay for their moving expenses.

- E. Priorities for transfers - All transfers must be either for health reasons, for relocation to an appropriate sized unit, approved convenience transfers, or initiated by the HA due to modernization work and/or other good cause as determined by the HA. Priority transfers are listed below:
- (1) HA initiated transfers,
 - (2) Transfers for health reasons,
 - (3) Tenants who are under-housed by two or more bedrooms,
 - (4) Tenants who are over-housed by two or more bedrooms,
 - (5) Tenants who are under-housed by one bedroom,
 - (6) Tenants who are over-housed by one bedroom; and,
 - (7) Convenience transfers.

Within each priority type, transfers will be ranked by date. In processing transfers requested by tenants for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by the Manager. The HA reserves the right to immediately transfer any family who has misrepresented family circumstances or composition and the family charged the posted rate for convenience transfers. Failure to pay for these charges will result in termination of the dwelling lease.

3. Transfer Procedures: - The HA shall:

Prepare a prioritized transfer list, as needed, at re-examination.

Notify residents by letter of their pending transfer.

Participate in evaluation of request for transfer based on approved medical reasons.

Issue final offer of vacant apartment as soon as vacant apartment is identified.

Issue notice to transfer as soon as vacant apartment is available for occupancy.

Participate in planning and implementation of special transfer systems for modernization and other similar programs.

Inspect both apartments involved in the transfer, charging for any resident damages that is not considered normal wear and tear.

When the tenant is transferred for modernization, the cost of the transfer shall be paid by the HA, pursuant to cost that is allowed by HUD.

Only two offers of a unit will be made to each tenant being transferred within his/her own neighborhood. A resident being transferred outside his own neighborhood will be allowed to refuse two offers. In the case of a family being transferred from a unit which is uninhabitable, incorrectly sized or scheduled for major repairs, failure to accept the unit offered, or the second unit offered in the case of a transfer outside the neighborhood, will be grounds for eviction. When a tenant declines an offer of a transfer to a single level apartment and the tenant requested the transfer the HA will notify the tenant, at that time, that the HA is not obligated to make any subsequent offers. The HA will notify the tenant that the HA has discharged its obligations to the tenant and he/she will remain in the unit at his/her own risk, and that the HA assumes no liability for the tenants condition.

Right of HA in transfer policy - The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy shall create a property right or any other type of right for

a tenant to transfer or refuse transfer.

SECTION XX. LEASE TERMINATION AND EVICTIONS

All Lease terminations and evictions will be processed in accordance with the HA's current dwelling lease and Grievance Procedure. The HA's Dwelling Lease and the Grievance Procedure is incorporated into this document by reference and is the guideline to be used for Lease terminations and evictions.

The dwelling lease may not cover every specific situation that warrants a lease termination; therefore, for good cause the HA may terminate a lease for reasons that are not specifically listed in the dwelling lease.

SECTION XXI. COMPLAINTS AND GRIEVANCE PROCEDURES

1. Complaints and Grievance Procedures shall be accomplished in accordance with the HA approved Grievance Procedure. The grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.
2. Common Complaints and/or Problems that are not handled through the grievance procedure are to be handled as follows:
 - A. Problems that occur in occupancy shall be handled by the Secretary/Resident Relations Manager whenever possible.
 - B. Problems that can not be resolved by the Secretary/Resident Relations Manager shall be referred promptly to the Lease and Occupancy Specialist.
 - C. If not resolved by the Lease and Occupancy Specialist, the problem shall be submitted to the Executive Director in writing and explained in detail.

SECTION XXII. SECURITY DEPOSITS

A security deposit shall be made pursuant to a schedule posted in the HA office. Security deposits may be refunded as provided in the Lease and in this procedure.

SECTION XXIII. OCCUPANCY GUIDELINES

The following guidelines shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing. These guidelines may be waived only when necessary to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies. Families may be assigned improper sized units **WITH THE WRITTEN UNDERSTANDING** that they must transfer to the appropriate size unit when instructed to do so by the HA. Otherwise, the following occupancy standards shall apply:

1. Suggested Guidelines

Number of Bedrooms	Number of Persons	
	Minimum	Maximum

1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

2. Assignments shall be made so that, except for husband and wife and infants, bedrooms will not be occupied by persons of different sex over the age of six (6) years.
3. At the option of the HA, an infant, up to the age of two years, may share a bedroom with its parent(s), but the tenant shall not be required to do so.
4. In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.
5. Every family member, over two years of age, is to be counted as a person.

SECTION XXIV. COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION

There shall be maintained in the HA's office waiting room a bulletin board, which will accommodate the following posted materials:

1. Statement of Policies and Procedures Governing Admission and Continued Occupancy Policy (ACOP) this policy also outlines the HA's tenant selection and assignment plan.
2. Open Occupancy Notice (Applications being Accepted and/or Not Accepted)
3. Directory of Housing Communities including names, address of project offices, number of units by bedroom size, number of units specifically designed for the elderly, handicapped, and office hours of all HA facilities.
4. Income Limits for Admission.
5. Utility Allowances.
6. Current Schedule of Routine Maintenance Charges.
7. Dwelling Lease.
8. Grievance Procedure.
9. Fair Housing Poster.

10. "Equal Opportunity in Employment" Poster.
11. Any current "Tenant Notices".
12. Security Deposit Charges.

SECTION XXV. PET RULE

1. This HA has adopted a pet policy for use in all housing authority property. All Tenants must comply with this pet policy. **FAILURE TO COMPLY WITH THE PET POLICY WILL BE CONSIDERED TO BE A SERIOUS BREACH OF THE LEASE.** Tenants will comply with Section IV (P) of their dwelling lease which states, "Not to keep or allow dogs, cats, or any other animals or pets on the premises without prior written consent of Landlord."
2. The Pet Policy does not apply to service animals that are used to assist persons with disabilities. The Housing Authority must allow service animals if the following is provided:
 - The tenant or prospective tenant certifies in writing that the tenant or a member of his or her family is a person with a disability;
 - The animal has been trained to assist persons with that specific disability (example, seeing eye dog); and
 - The animal actually assists the person with a disability.

<p style="text-align: center;">Note: Nothing in this policy limits or impairs the rights of persons with disabilities.</p>
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SECTION XXVI. DECONCENTRATION RULE

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
 - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking

40% of the total number of move-ins from the previous housing authority fiscal year.

- B. To accomplish the goals of:
- (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

SECTION XXVII. COMMUNITY SERVICE POLICY

- A. Each non-exempt adult public housing resident must contribute eight (8) hours of community service or participate in a self-sufficiency program for eight (8) hours in each month. Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service does not include political activities.

Note:

For purposes of the community service requirement an adult is a person eighteen (18) years or older.

- B. Exempt: The following adult family members are exempt:
- (1) 62 years of age or older
 - (2) Persons with qualifying disabilities which prevent the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability, which may include self certification. In addition, any person who is the primary caretaker of such individual is exempt.
 - (3) Persons engaged in work activities as defined in section 407.(d) of the Social Security Act.
 - (4) Persons participating at least eight (8) hours a month in a welfare-to-work program.
 - (5) Person receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act.
- C. Proof of Compliance: Each head of household must present to the HA office documentation that he/she and all other persons eighteen years of age or older living in the household, who are not exempt, have complied with this section. Documentation may include a letter from the agency on letterhead or other official document. Any such documentation shall be verifiable by the HA. Failure to comply with the Community Service Requirement and to provide appropriate verifiable documentation prior to the date required shall result in the lease not being renewed by the HA. Provided, however, that the HA may allow the family member who is not in compliance to complete the requirements within the following year as follows: The head of household and the person not in compliance shall sign an agreement stating

that the deficiency will be cured within the next twelve months. Proof of compliance with the agreement shall be made by the head of household annually at re-certification. Failure to comply with the agreement shall result in the lease being terminated for such non-compliance, unless the person(s), other than the head of household, no longer resides in the unit and has been removed from the lease.

FAILURE TO COMPLY WITH THE COMMUNITY SERVICE REQUIREMENT AND TO PROVIDE APPROPRIATE VERIFIABLE DOCUMENTATION PRIOR TO THE DATE REQUIRED SHALL RESULT IN THE LEASE NOT BEING RENEWED BY THE HA.

- D. Changes in Exempt or Non-Exempt Status will be handled during an interim or annual re-certification.

SECTION XXVIII. CLOSING OF FILES AND/ PURGING INACTIVE FILES

This HA will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or cases involving a household containing a minor with a reported elevated blood-lead level.

During the term of tenancy and for three years thereafter the HA will keep the resident file. In addition, the HA must keep for at least three years the following records:

- Records with racial, ethnic, gender and disability status data for applicants and residents.
- The application from each ineligible family and the notice that the applicant is ineligible.
- HUD required reports and other HUD required files.
- Lead based paint inspection reports as required.
- Unit inspection reports.
- Accounts and other records supporting the HA and financial statements.
- Other records which may be specified by HUD.

The HA shall retain all data for current residents for audit purposes. No information shall be removed which may effect an accurate audit.

SECTION XXIX. PROGRAM MANAGEMENT PLAN - Organization Plan

Reference the HA's adopted personnel policy for the organization plan of the HA.

SECTION XXX. ADDITIONAL HA POLICIES & CHARGES

Additional policies and charges are attached to the end of this document and are incorporated as if fully set out herein. These policies and charges may be changed from time to time, or amended, and such changes or amendments shall be substituted in this document so as to keep this policy current. All items substituted within this document shall be kept by the HA in a separate file for historical and research purposes.

TAB 1: LOCATION AND UNIT COUNT

The Chickasaw Housing Authority is a small(288 units verified)one site Public Housing Authority located in City of Chickasaw, Alabama. The City of Chickasaw is a small town of 6,649 residents, 450 of which live in the Chickasaw Housing Authority, located in the souther part of Mobile County directly adjacent to the City of Mobile and the City of Prichard. The City of Chickasaw has direct access to major highways: Interstate 65, 10, and 165; U.S. Highways 43, 90/98, and 45; Alabama Highways 13, 158, and 4.

TABLE 1A: CHICKASAW HOUSING AUTHORITY PROJECT AREAS

<u>Project Number</u>	<u>Name</u>	<u>Number of Units</u>
AL-166-02	Project 02 (Multi-family)	218
AL-166-03	Project 03 (Elderly)	<u>70</u>
Total		288

TAB 2: PLAN FOR ADDRESSING DRUG RELATED CRIME

The Chickasaw Housing Authority proposes to contract full-time police protection for its community. Within the past two years, Chickasaw has seen an explosion of drug related crime in and near the Chickasaw Housing site. If our residents are to have decent, safe, and sanitary housing, extra police protection is a necessity.

Currently, the Chickasaw Police Department is under staffed. In fact, there are vacant police officer positions in the department. It is not uncommon for the Chickasaw Police Department to be able to provide only enough service to respond to 911 calls from the Chickasaw Housing properties.

The Chickasaw Housing Authority has worked closely with Chickasaw Police Department in designing a PHDEP reimbursement contract that will be desirable for both parties. Funding of Chickasaw Housing Authority's drug prevention program will provide one hundred (100) percent of the salary for one (1) part-time officer for one year. In return for providing the salary for an additional police officer, the Chickasaw Police Department will guarantee that the public housing sites will be patrolled for a minimum of Forty (40) hours per week, be provided with police background investigations, and will be provided with crime statistics. In addition, the city will equip the officer and provide a patrol car. This program has, in the past, proven highly effective in greatly reducing the amount of loitering, drive-through traffic, and other problems that are on the rise.

The Chickasaw Housing Authority, as previously mentioned, will receive detailed crime statistics from the Chickasaw police department. Once a week, an officer from the department will brief the Executive Director on any activity in the Public Housing sites and hand in an activity report. This information will be used to track crime trends and evaluate anti-crime efforts. All criminal activity reports will be kept on file at the Chickasaw Housing Authority Office.

The law-abiding adults and children of Chickasaw's public housing are at risk. The proposed program minimizes the influence of crime and violence in the their lives through the provision of full-time police protection. The increased visibility of a law enforcement officer on Chickasaw Housing property would also be a major factor in providing our residents with a sense of security and well being. A police officer will serve as an excellent role model and will be expected to expand upon the themes taught in the other proposed drug elimination programs.

Through the 1999 PHDEP grant, the Chickasaw Public Housing Authority will provide a year-long activity program in conjunction with the Chickasaw City Recreation Department. The organized activities available include swimming lessons and passes to the public pool in Chickasaw, football, baseball, basketball, cheerleading, girls softball, T-ball, and soccer. These activities will be available for all children residing in public housing in Chickasaw. Additionally, the youth are encouraged to participate in the City's summer camp and the Civitan Club Beauty Pageant.

An adult and youth computer education program will be offered throughout the year. A computer lab has been set up in the Housing Authority community room and will be expanded in the future. The Mobile County School System will work closely with the Chickasaw Housing Resident Relations Manager in the coordination of this program. A certified teacher with the school system will be contracted to provide tutorial services. Drug Awareness classes will be provided with the help of the Police Department and the Mobile County School System throughout the year.

The Chickasaw Housing Authority has combined its Welfare Reform efforts with the Mobile County Department of Human Resources and the Mobile County Board of Education. The Housing Authority will provide facilities, materials, and personnel for any educational/anti-drug programs that are being offered for its residents. The Department of Human Resources has agreed to provide job training for our residents. The Chickasaw Housing Authority Executive Director feels that the combination of support from these agencies will give the residents a boost toward self-sufficiency. The Chickasaw Housing Authority participates and coordinates with all available programs and agencies in the county. Unfortunately, Mobile County does not have much to offer its residents in the way of social/economic programs.

The Chickasaw Housing Authority, as previously mentioned, has experienced a surge in criminal activity within the past few years. Many of our residents have reported suspicious activity in some of the community's poorly lit areas. These areas, as reported by the residents and staff, have become major routes for foot traffic in and around the Public Housing area during night time hours. In an effort to deter possible criminal activities, funding has been allocated in this application for additional security lighting and street lighting that will be placed in unlit areas around the Chickasaw Housing Authority. In addition, extra apartment lighting will be added to the outside of each unit.

The types of activities that have been previously described have proven effective in preventing drug use not only in Chickasaw but throughout the country by providing residents with a sense of self-worth, pride, security, and community togetherness. The youth

programs, which have been conducted in Chickasaw since 1990 have provided the children living in public housing with the opportunity to participate in organized activities and learn team work. Positive experiences have furnished our youth with alternatives to drugs by educating them, keeping them busy, and making them feel good about themselves.

It is well known that the annual cost of these programs is small when weighed against the benefits that are reaped. Preventing children from becoming involved in drugs and the elimination of opportunities for drug dealers to sell in rarely patrolled housing sites will go a long way toward preventing future costs for incarceration, intervention, and drug treatment programs. For example, the cost to incarcerate 2 men for two years is easily more than \$63,360.

It is anticipated that the long-term benefits of these programs will continue whether or not the programs themselves are continued. The developmental and life-skills taught to public housing residents will help build a strong foundation for future job opportunities. Furthermore, the tutorials and classes for all public housing residents will provide them with basic training for future employment opportunities. Any funds remaining after the projected date of expenditure will be used to continue the youth activity programs until those funds are exhausted.

The Chickasaw Housing Authority has developed a partnership with the Chickasaw Police Department, Mobile County Department of Human Resources, the Mobile County Food Stamp Office, and the Mobile County Board of Education. No written agreements are in place, with the exception of the Police Contract and the Welfare Reform (JOBS) agreement with the Department of Human Resources. The Chickasaw Housing Authority makes it policy to provide information on an as needed basis to these agencies. The Chickasaw Housing Authority participates and coordinates with all available programs and agencies in the county.

The implementation of these activities will be administered by the Executive Director of the Chickasaw Housing Authority. He will be assisted by the Resident Relations Manager, Housing Authority Police Officer, and the Chief of Police. All activities can be fully implemented within thirty (30) days of receipt of funding.

It is felt that by initiating the Chickasaw Housing Drug Elimination Program, the Authority will be furthering its mission to provide decent safe, and sanitary housing to all eligible applicants. The elimination of crime and drugs from Housing Authority property will provide an increased quality of living that all people deserve and which our residents have come to expect.

**TAB 3: BUDGET NARRATIVE = REIMBURSEMENT OF LOCAL LAW
ENFORCEMENT AGENCIES OVER AND ABOVE BASELINE
SERVICES.**

The Chickasaw Housing Authority will execute a HUD approved contract with the Chickasaw Police Department to provide services over and above current baseline services provided by the City of Chickasaw. The program will support a full-time police officer and some equipment that he will require to do his job.

REQUESTED AMOUNT: \$31,812.53 Total

	<u>PHDEP</u>	<u>Other</u>
a. Personnel		
No items	\$0	\$0
<u>Total Personnel</u>	\$0	\$0
b. Fringe Benefits		
No items	\$0	\$0
<u>Total Fringe Benefits</u>	\$0	\$0
c. Travel and Training		
No items	\$0	\$0
<u>Total Travel</u>	\$0	\$0
d. Equipment	\$0	\$0
<u>Total Equipment</u>	\$0	\$0
e. Supplies		
No items	\$0	\$0
<u>Total Supplies</u>	\$0	\$0

f.	Contractual (Police services only)		
	Police services contract		
	with the City of Chickasaw		
	for 1 Officer at 40 Hrs./week		
	for 104 weeks. Rate of 14.14/Hr.	\$31,812.53	\$0
	<u>Total Contractual</u>	\$31,812.53	\$0
g.	Other		
	No items	\$0	\$0
	<u>Total Other</u>	\$0	\$0
h.	Total Direct Costs	\$31,812.53	\$0
	(sum of a - h)		

TAB 3: BUDGET NARRATIVE = PROGRAMS TO REDUCE THE USE OF DRUGS.

The Housing Authority will have an organized activity/education programs, which will include a computer lab, for all ages and both genders. The Chickasaw Housing Authority will work closely with The City of Chickasaw Recreation Department and the Mobile County School System in this endeavor.

REQUESTED AMOUNT: \$10,000.00 Total

	<u>PHDEP</u>	<u>Other</u>
a. Personnel		
No items	\$0	\$0
<u>Total Personnel</u>	\$0	\$0
b. Fringe Benefits		
No items	\$0	\$0
<u>Total Fringe Benefits</u>	\$0	\$0
c. Travel		
No items	\$0	\$0
<u>Total Travel</u>	\$0	\$0
d. Equipment		
2 computers	\$3,000	\$0
<u>Total Equipment</u>	\$3,000	\$0
e. Supplies		

	No items	\$0	\$0
	<u>Total Supplies</u>	\$0	\$0
f.	Contractual		
	Tutoring classes/computer classes		
	contract with Tutor	\$2,500	\$0
	<u>Total Contractual</u>	\$2,500	\$0
g.	Other		
	Activity fees through City		
	Recreation program	\$4,500	\$0
	<u>Total Other</u>	\$4,500	\$0
h.	Total Direct Costs		
	(sum of a - h)	\$10,000	\$0

**TAB 3: BUDGET NARRATIVE = PHYSICAL IMPROVEMENTS TO
ENHANCE SECURITY**

The Chickasaw Housing Authority will install additional security lighting and lighted address markers that will deter criminal activity throughout the community and promote faster police/emergency response.

REQUESTED AMOUNT: \$18,047.47 Total

		<u>PHDEP</u>	<u>Other</u>
a.	Personnel		
	No items	\$0	\$0
	<u>Total Personnel</u>	\$0	\$0
b.	Fringe Benefits		
	No items	\$0	\$0
	<u>Total Fringe Benefits</u>	\$0	\$0
c.	Travel and Training		
	No items	\$0	\$0
	<u>Total Travel</u>	\$0	\$0

d.	Equipment		
	Lighted address markers	\$8,948.80	\$0
	<u>Total Equipment</u>	\$8,948.80	\$0
e.	Supplies		
	No items	\$0	\$0
	<u>Total Supplies</u>	\$0	\$0
f.	Contractual		
	Installation of lighted address markers	\$5,760.00	\$0
	<u>Total Contractual</u>	\$5,760.00	\$0
g.	Other		
	Utility for 7 new light poles, 14 new flood lights, and 12 new street lights for 1 year	\$3,338.67	\$0
	<u>Total Other</u>	\$3,338.67	\$0
h.	Total Direct Costs (sum of a - h)	\$18,047.47	\$0

TAB 3: BUDGET NARRATIVE = PROGRAM EVALUATION

The Chickasaw Housing Authority will contract with a consultant to evaluate its Public Housing Drug Elimination Program. The Housing Authority will also comply with HUD requirements of yearly resident surveys.

REQUESTED AMOUNT: \$3,500.00 Total

a.	Personnel		
	No items	\$0	\$0
	<u>Total Personnel</u>	\$0	\$0
b.	Fringe Benefits		
	No items	\$0	\$0
	<u>Total Fringe Benefits</u>	\$0	\$0
c.	Travel and Training		
	No items	\$0	\$0
	<u>Total Travel</u>	\$0	\$0

d.	Equipment		
	No items	\$0	\$0
	<u>Total Equipment</u>	\$0	\$0
e.	Supplies		
	No items	\$0	\$0
	<u>Total Supplies</u>	\$0	\$0
f.	Contractual		
	PHDEP evaluation consultant and residents surveys	\$3,500	\$0
	<u>Total Contractual</u>	\$3,500	\$0
g.	Other		
	No items	\$0	\$0
	<u>Total Other</u>	\$0	\$0
h.	Total Direct Costs (sum of a - h)	\$3,500	\$0

TAB 4: ACTIVITY TIMETABLE

<u>ACTIVITY</u>	<u>ANTICIPATED DURATION</u>	<u>ANTICIPATED START</u>	<u>ANTICIPATED FINISH</u>
Security:			
1. Police Contract \$29,414.59	365 days	1/1/2001	12/31/2001
2. Police Equipment \$2,397.94	N/A	1/1/2000	N/A

Physical Improvements:

1. Security Lighting \$18,047.47	N/A	1/1/2000	N/A
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Drug Prevention:

1. Computer Equipment for Computer Lab \$3,000	N/A	1/1/2000	N/A
2. Activity Programs - swimming, football, baseball, basketball, cheerleading, softball, T-ball, soccer \$4,500	365 days	1/1/2001	12/31/2001
3. Education Programs & Anti-Drug Education \$2,500	365 days	1/1/2001	12/31/2001

Other:

1. Evaluation by Consultant & Resident Surveys \$3,500	N/A	N/A	N/A
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Total: \$63,360 **Total:** 1,095 days of programming

ACTIVITY MILESTONES

<u>ACTIVITY</u>	<u>TENTATIVE DATE</u>	<u>MILESTONE</u>
Security -	1/31/2000	Bid out and acquire police equipment
	12/1/2000	Execute Police reimbursement contract

Physical

Improvements -	2/15/2000	12 new street lights acquired through the City of Chickasaw
	3/1/2000	Bid out/acquire lighted addresses and contract installation of lights
	3/1/2000	7 new light poles and 14 new flood lights
	6/1/2000	Installation of address lights completed

Drug

Prevention -	1/31/2000	Bid out/acquire computer equipment
	1/1/2001	Computer/tutoring classes begin
	2/1/2001	City league basketball program begins
	4/1/2001	City league baseball/softball/T-ball leagues begin
	6/1/2001	City swimming program begins
	9/1/2001	City football/soccer/cheerleading leagues begin
Other -	11/15/2000	PHDEP Resident Surveys completed
	1/15/2001	Consultant evaluation of PHDEP

TAB 5: DESCRIPTION OF PARTNERS

THE CITY OF CHICKASAW/CHICKASAW POLICE DEPARTMENT

The City of Chickasaw and the Chickasaw Police Department will be the two key agencies assisting the Chickasaw Housing Authority with its

proposed programs. Several local officials and local city departments have been actively involved in the development of the proposed programs. The partnership and the leveraging of resources between the Public Housing Authority and the city agencies has been the major reason all our past and present programs have met with great success.

It is anticipated that the same type of support and enthusiasm will be a driving force behind the success of our future programs. The community leaders that have participated in the development of our proposal will be involved in the implementation of these programs.

The Police Department has agreed to provide additional police protection to the Housing Authority if PHDEP funds are secured for reimbursement purposes. The Chief of Police and Mayor of Chickasaw have certified that the Chickasaw Housing Authority is currently receiving the same baseline services as the rest of the city. Chief Hollinghead has determined that the baseline services the Housing Authority receives per week consists of:

1. 4 hours of patrol services
2. 1 hour of criminal investigation
3. 1 hour of arrests and processing
4. 1 hour of court time

For a total of 7 hours per week

The proposed program will boost police services to 40 hours per week.

CITY OF CHICKASAW PARKS AND RECREATION DEPARTMENT

The City of Chickasaw Parks and Recreation Department has offered public housing residents use of their parks and public swimming pool. The Recreation Department has also agreed to provide athletic/cultural arts programs for public housing residents. In return, the Housing Authority will reimburse the Recreation Department for the fees of the those residents that choose to participate in the organized activities.

MOBILE COUNTY DEPARTMENT OF HUMAN RESOURCES

The Mobile County Department of Human Resources is offering job training courses for the residents through its JOBS program. A signed agreement of cooperation is in effect between the Department of Human Resources and the Chickasaw Housing Authority.

MOBILE COUNTY SCHOOL BOARD

The Mobile County School Board, specifically Clark Magnate School and

Hamilton Elementary School, have agreed to assist the Housing Authority with its educational programs. Both schools have agreed to provide tutors, referral services, and educational programs.

CHICKASAW HOUSING AUTHORITY RESIDENT COUNCIL

The Chickasaw Housing Authority has a formally recognized resident council which was consulted about the needs of their community. The Resident Council is in agreement that increased police protection and organized drug prevention programs for the children living in the public housing units are a necessity. The Resident Council will continue to be involved in the monitoring and implementation of the Drug Elimination programs.

TAB 6: SUMMARY OF PROPOSED ACTIVITIES

SECURITY - The Chickasaw Housing Authority proposes to contract full-time police protection, through the City of Chickasaw Police Department, for its community. Funding of Chickasaw Housing Authority's drug prevention program will provide one hundred (100) percent of the salary for one (1) part-time officer for one year. In return for providing the salary for an additional police officer, the Chickasaw Police Department will guarantee that the public housing sites will be patrolled for a minimum of Forty (40) hours per week, be provided with police background investigations, and will be provided with crime statistics. The city has agreed to provide the officer with the standard equipment and provide a patrol car. In addition, PHDEP money has been budgeted to provide the officer with a computer and some surveillance equipment that will help facilitate his duties at the Housing Authority.

DRUG PREVENTION - Through the 1999 PHDEP grant, the Chickasaw Public Housing Authority will provide a year-long activity program in conjunction with the Chickasaw City Recreation Department. The organized activities available include swimming lessons and passes to the public pool in Chickasaw, football, baseball, basketball, cheerleading, girls softball, T-ball, soccer, summer camp, and the Civitan Club Beauty Pageant. An adult and youth computer education program will be offered in the computer lab that has been set up in the Housing Authority community room. The Mobile County School System will work closely with the Chickasaw Housing Resident Relations Manager in the coordination of this program and a certified teacher will be contracted to provide tutorial services. Drug Awareness classes will be provided with the help of the Police Department and the Mobile County School System throughout the year.

PHYSICAL IMPROVEMENTS TO ENHANCE SECURITY - The Chickasaw Housing Authority has allocated funds in this application for additional security lighting and street lighting that will be placed in unlit areas around the Chickasaw Housing Authority property. Funding will be available for 12 new street lights and 14 new flood lights. In addition, extra apartment lighting will be added to the outside of each unit to enhance the security of the individual units and to facilitate easier location of a specific unit if emergency personnel responds to a call for help.

OTHER - The Chickasaw Housing Authority will contract with a consultant to evaluate its Public Housing Drug Elimination Programs. The Housing Authority will also comply with HUD requirements of yearly resident surveys.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 63,360

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 2000

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Chickasaw Housing Authority Drug Elimination Program - The Chickasaw Housing Authority plans to provide:

1. safe and secure neighborhoods for all residents;
2. opportunities for residents to develop life skills that will enable them to lead productive lives;
3. activities and recreation for youth that will provide an alternative to criminal/drug activity.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
AL166-02 (Family Project)	218	392
AL166-03 (Elderly Project)	70	66

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** X **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For Grant extensions received, place "GE" in column or "W" for

waivers.

Fiscal Year of PHDEP Funding	Grant # Funding Received	Fund Balance as of Date of Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1998	\$86,400 AL09DEP-1660198	\$40,158		12/31/2000
FY 1999	\$63,360 AL09DEP-1660199	\$58,320		12/31/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Drug Elimination Program of the Housing Authority of the City of Chickasaw, Alabama will use a comprehensive security and preventive-based approach to reduce crime in all areas of the Authority. The Chickasaw Police adult/youth education and youth athletics/cultural arts will be conducted year round. The physical security of the

**Department
communit**

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary

Budget Line Item	Total Funding
9110 Reimbursement of Law Enforcement	
9120 Security Personnel	
9130 Employment of Investigators:	\$31,621
9140 Voluntary Tenant Patrol	
9150 Physical Improvements:	\$16,800
9160 Drug Prevention:	\$12,000
9170 Drug Intervention:	
9180 Drug Treatment	
9190 Other Program Costs:	\$2,939
Total PHDEP Funding	\$63,360

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be

numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

Goals	To contract with the City of Chickasaw to provide above baseline police services in the Authority communities.						
Objectives	To reduce crime/drug activity through an increased police presence and to improve resident/Police Department relations through community patrolling.						
Proposed Activities	# of	Target	Start	Expected	PHDEP	Other	Performance Indicators

	Persons Served	Population	Date	Complete Date	Funding	Funding (Amount/Source)	
1. Contractual Agreement with the City of Chickasaw			1/02	12/02	\$31,621	\$0	
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

3.							
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9150 - Physical Improvements					Total PHDEP Funding: \$16,800		
Goal(s)	Provide additional lighting in the Housing Authority communities.						
Objectives	Deter criminal activity and facilitate improved patrol monitoring through the provision of improved lighting.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Security Lighting			1/01	12/03	\$16,800	\$0	
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$12,000		
Goal(s)	Partner with other agencies to provide programs to assist residents to become more self-sufficient and provide activities to prevent adults and youth from becoming involved with drugs.						
Objectives	To provide educational, recreational, and cultural arts activities in a effort to prevent residents from becoming involved in drug/criminal activity.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
					\$12,000	\$0	
1. Recreational/Cultural Arts Activities	98	98	1/02	12/02			
2. Adult Educational Activities	18	360	1/02	12/02			
3. Youth Educational Activities	18	98	1/02	12/02			

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

9180 - Drug Treatment	Total PHDEP Funding: \$
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs	Total PHDEP Funds: \$2,939
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Goal(s)	Provide funding for administrative/miscellaneous needs of Drug Grant Program.						
Objectives	Complete and independent survey for 2000 PHDEP once annually and counsel with consultants on possible improvements to the program.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
					\$2,939	\$0	
1. Independent Survey			1/01	12/03			
2. Consultant			1/01	12/03			
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)

<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	0%	Activity 1	49.90%
9120				
9130				
9140				
9150	Activity 1	13.26%	Activity 1	26.52%
9160	Activity 2 & 3	4.73%	Activity 2 & 3	4.73%
9170				
9180				
9190	Activity 1 & 2	4.64%	Activity 1 & 2	4.64%
TOTAL		\$14,339 (22.36%)		\$54,360 (85.76%)

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 70,759

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Chickasaw Housing Authority Drug Elimination Program - The Chickasaw Housing Authority plans to provide:

1. safe and secure neighborhoods for all residents;
2. opportunities for residents to develop life skills that will enable them to lead productive lives;
3. activities and recreation for youth that will provide an alternative to criminal/drug activity.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
AL166-02 (Family Project)	218	361
AL166-03 (Elderly Project)	70	60

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For Grant extensions received, place "GE" in column or "W" for

waivers.

Fiscal Year of PHDEP Funding	Grant # Funding Received	Fund Balance as of Date of Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1998	\$86,400	AL09DEP-1660198	\$0	12/31/2000
FY 1999	\$63,360	AL09DEP-1660199	\$38,171	12/31/2001
FY 2000	\$66,016	AL09DEP-1660100	\$66,016	12/31/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Drug Elimination Program of the Housing Authority of the City of Chickasaw, Alabama will use a comprehensive security and preventive-based approach to reduce crime in all areas of the Authority. The Chickasaw Police Department, in return for the reimbursement of a base police officer's salary, will provide above baseline security through a trained officer who will exclusively patrol the Housing Authority areas. An activity program that includes adult/youth education and youth athletics/cultural arts will be conducted year round. The physical security of the community will be enhanced with additional security lighting. This Drug Elimination Program will serve all residents of the Chickasaw Housing Authority.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary

Budget Line Item	Total Funding
9110 Reimbursement of Law Enforcement	\$33,200
9120 Security Personnel	
9130 Employment of Investigators:	
9140 Voluntary Tenant Patrol	
9150 Physical Improvements:	\$18,800
9160 Drug Prevention:	\$15,000
9170 Drug Intervention:	
9180 Drug Treatment	
9190 Other Program Costs:	\$3,759
Total PHDEP Funding	\$70,759

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be

numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

Goal(s)	To contract with the City of Chickasaw to provide above baseline police services in the Authority communities.						
Objectives	To reduce crime/drug activity through an increased police presence and to improve resident/Police Department relations through community patrolling.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1. Contractual Agreement with the City of Chickasaw			1/03	12/03	\$32,200	\$0	
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol		Total PHDEP Funding: \$	
Goal(s)			
Objectives			

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements	Total PHDEP Funding: \$18,800
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Goal(s)	Provide additional lighting in the Housing Authority communities.
Objectives	Deter criminal activity and facilitate improved patrol monitoring through the provision of improved lighting.

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Security Lighting			1/02	12/03	\$18,800	\$0	
2.							
3.							

9160 - Drug Prevention	Total PHDEP Funding: \$15,000
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Goal(s)	Partner with other agencies to provide programs to assist residents to become more self-sufficient and provide activities to prevent adults and youth from becoming involved with drugs.
Objectives	To provide educational, recreational, and cultural arts activities in a effort to prevent residents from becoming involved in drug/criminal activity.

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
					\$15,000	\$0	
1. Recreational/Cultural Arts Activities	85	85	1/02	12/03			
2. Adult Educational Activities	20	295	1/02	12/03			
3. Youth Educational Activities	20	85	1/02	12/03			

9170 - Drug Intervention	Total PHDEP Funding: \$
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Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment	Total PHDEP Funding: \$
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs	Total PHDEP Funds: \$3,759
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Goal(s)	Provide funding for administrative/miscellaneous needs of Drug Grant Program.						
Objectives	Complete and independent survey for 2000 PHDEP once annually and counsel with consultants on possible improvements to the program.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
					\$3,759	\$0	
1. Independent Survey			1/02	12/03			
2. Consultant			1/02	12/03			
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	0%	Activity 1	46.9%
9120				
9130				
9140				
9150	Activity 1	13.3%	Activity 1	26.6%
9160	Activity 2 & 3	10.6%	Activity 2 & 3	21.2%
9170				
9180				
9190	Activity 1 & 2	2.7%	Activity 1 & 2	5.3%
TOTAL		\$18,780 (26.6%)		\$54,360 (85.76%)

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

EXHIBIT J

CHICKASAW HOUSING AUTHORITY PET POLICY AND AGREEMENT ADDENDUM TO DWELLING LEASE

The following rules are established in accordance with the Housing Act of 1998 to govern the keeping of pets in and on Federally assisted rental housing owned and operated by the Housing Authority of the City of Chickasaw, Alabama. The Chickasaw Housing Authority reserves the right to make reasonable changes to these rules and conditions as circumstances warrant and to notify each Tenant pet owner accordingly.

1. RULES FOR PET OWNERSHIP:

Tenants having, or planning to have, pets must complete an "APPLICATION FOR PET OWNERSHIP PERMIT" and have their pet registered with the Chickasaw Housing Authority. Tenants must have an approved Pet Permit to keep an animal or other pets on or about the premises. A Pet Permit must be obtained before entry of any pet on the premises. This privilege may be revoked at any time, subject to the Housing Authority grievance procedure, if the animal becomes destructive, a nuisance, or a safety hazard to other Tenants, or if the Tenant fails to comply with the following rules:

(1) No more than one domesticated pet will be allowed. Animals or breeds of animals that are considered by the HA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of vicious nature are: reptiles, rottweiler, doberman pinscher, pit bulldog, and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum.

(2) Permitted pets are common household domesticated dogs, cats, caged birds, and fish in aquariums of no more than ten (10) gallons in size. No pet may be taller than 12 inches in height from floor to shoulder of animal, and no more than 30 pounds in weight (adult size).

(3) All adult dogs and cats must be spayed/ neutered prior to the execution of this agreement. Juvenile dogs and cats must be spayed/neutered by no later than the age of six (6) months. A copy of evidence of such treatment by a licensed veterinarian must be kept in the Tenant files of this Authority. If such animals have offspring, Tenant will be held in violation of this rule.

(4) All dogs and cats must be inoculated for distemper and rabies annually and copies of evidence of such treatment by a licensed veterinarian must be kept in the Tenant file of this Authority.

(5) No pet may be kept by a Tenant of the Chickasaw Housing Authority in violation of state or county humane or health laws or local ordinances. In the event any state or local law or regulation governing the care and/or handling of pets shall conflict with these rules and regulations, the state or local law or regulation shall apply and take priority over these rules and regulations.

(6) Dogs and cats shall remain inside a Tenant's unit. No facilities can be constructed outside of the unit for a pet. Whenever dogs or cats are taken outside, they must be properly restrained, or leashed, and directly controlled by a responsible adult. Dogs and cats must wear collars with identification at all times. Birds must be confined to a cage at all times. Pets shall not be tied to any fixed object outside the dwelling unit, including, but not limited to, porches, walkways, parking lots, grassed areas, gas meters, wash line supports, garbage post supports or any other PHA property.

An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult. Pets which are unleashed, or leashed and unattended, on HA property may be impounded and taken to the local animal shelter. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff has to take a pet to the animal shelter the Tenant will be charged \$50 to

cover the expense of transporting the pet.

(7) Pets of any kind shall not be permitted in project offices, project community buildings, maintenance shops or any public rooms at any time.

(8) Pet-owning Tenants are to provide water proof/leak proof litter boxes for dog or cat wastes which are to be kept in the unit. Cardboard boxes are not acceptable and will not be approved. Tenant will not be allowed to let waste accumulate and the tenant is responsible for properly disposing of dog or cat waste in plastic bags which are to be placed in other plastic garbage containers, which should be sealed or covered.

(9) Tenants are responsible for promptly cleaning any droppings by their pet outside of the unit or on any other Housing Authority property. Such droppings are to be disposed of as stated in Paragraph (8) above.

(10) Tenant shall take adequate precautions to eliminate any pet odors within or around the unit and maintain their unit in a sanitary condition at all times. Pet-owning Tenants will be responsible to other Tenants for the maintenance of a decent, safe and sanitary environment.

(11) Tenant shall not permit any disturbance by their pet through loud barking, howling, biting, scratching, chirping or other activities which would interfere with the peaceful and quiet comfort of other Tenants.

(12) Pet-owning Tenants must identify alternate custodians for their pet in the event of Tenant illness, death or other absence from unit and to provide a signed statement by the alternate custodian indicating their willingness to remove the pet from the premises and take supervision of such pet immediately if the pet is left unattended for 24 hours. If such alternate custodian of the pet refuses to carry out their responsibilities under their statement indicating such responsibilities, the Chickasaw Housing representatives may enter the premises to remove the pet and transfer it to the proper city or county authority or, if none are available within the City of Chickasaw, to have such pet placed in a facility that will provide care and shelter of the pet at the expense of the pet owner. The Chickasaw Housing Authority will not be responsible for the pet under any circumstances where pet owners have not made proper provision for pet care.

(13) Tenant shall not alter their unit, front or back porch, or their unit area to create any enclosure for their pet.

(14) The additional security deposit, as required under these rules and regulations for pet ownership, does not limit a Tenant's liability for property damage, cleaning, deodorizing, fumigation, defleaing, replacements and/or personal injuries which may result from the keeping of a pet. Payment for any damages, cleaning, replacements or any other actions listed above shall be due immediately upon demand by the Landlord.

(15) Tenant shall pay a damage deposit of **\$150.00** for a cat or dog but no deposit for fish or birds will be required. This deposit shall be paid in advance of moving into the premises or on the date of possession of such pet by the Tenant. This deposit is refundable if no damage is done as verified by the Chickasaw Housing Authority after Tenant moves out or after the Tenant disposes of the pet.

(16) Each pet-owning Tenant who applies for a Pet Ownership Permit shall be responsible for the presentation of true and accurate information to which they affix their signature. Anyone using fraud or deception to obtain a Pet Permit will be penalized in accordance with the penalties under Section 2 which follows.

(17) Unusual expenses for keeping and maintaining a pet will in no way be considered an excuse for non-payment of rent.

(18) Any pet owner shall be subject to a \$10.00 charge if it becomes necessary for CHA personnel to remove any pet waste dropped by their respective pet.

(19) Tenant is prohibited from owning or keeping any pet temporarily in the Tenant unit or on the Project premises. Tenant is prohibited from feeding, housing or harboring stray animals. The feeding of a stray animal shall constitute temporary keeping of an animal and a violation of these rules and regulations may lead to cancellation of lease.

(20) In addition to other inspections permitted under the Tenant lease or other provisions of these rules and regulations, the Landlord may, after notice to the Tenant, and during reasonable hours, enter and inspect the Tenant unit in the event Landlord has reason to believe that the conduct or condition of a pet constitutes a violation of these rules and regulations, or is a nuisance or a threat to the health and safety of the occupants of the Project.

(21) Maintenance Department employees will not be allowed to enter an apartment with a cat or dog therein unless the owner is present to restrain the animal.

(22) If the Tenant carries a renter's insurance policy, Tenant is required to provide the name of the insurance company, or agent, to the Chickasaw Housing Authority. While not required by regulations of the Department of Housing and Urban Development, it would be wise to obtain such an insurance policy for self protection against possible lawsuits as a result of action by your pet.

(23) EMERGENCIES: EMERGENCY ENTRY OF UNIT WHERE PRIOR NOTICE WILL NOT BE GIVEN:

(A) REMOVAL OF DANGEROUS OR ILL PETS: Landlord or his agent may enter the Tenant unit, if necessary, to remove a pet that is, or has become, vicious, displays symptoms of illness, or demonstrates other behavior which may constitute an immediate threat to the health or safety of any person in the Project in the opinion of a responsible staff person of the Chickasaw Housing Authority.

(B) REMOVAL OF PET FOR PROTECTION OF UNIT: If Tenant cannot and alternate custodian will not, Landlord or his agent may enter the Tenant unit, if necessary, to remove a pet for the safety of the unit if Tenant is threatened by death, incapacity, absence, or other factors that render the Tenant unable to care for the pet or unit.

In the event a pet is removed under Section 1. Paragraph 23 (A) or (B) above, Landlord may place the pet in a facility which will provide care and shelter until Tenant or alternate custodian is able to assume responsibility for the pet. The cost of the animal care facility shall be the responsibility of and borne by the Tenant or alternate custodian.

2. PENALTIES:

Pet-owning Tenants who violate any of the rules listed above will be subject to the requirements to remove the pet within ten (10) days of notice by First Class Mail by the Chickasaw Housing Authority or sooner if conditions and circumstances warrants. Where a pet-owning Tenant has given fraudulent or deceptive information in applying for a Pet Permit, or where a pet-owning Tenant refuses to cooperate with the rules and regulations of this Pet Policy, their lease will be canceled in accordance with the lease agreement. In all such cases a hearing will be granted if requested in writing in accordance with the Hearing and Grievance Procedure as posted on your Project bulletin board.

3. FAILURE TO PERFORM:

The failure of the Landlord to insist upon the strict performance of the rules and regulations of the Pet Policy shall constitute or be construed as a waiver of relinquishment of the Chickasaw Housing Authority's rights thereafter to enforce any such rules and regulations herein listed and the same shall continue in full force and effect.

APPLICATION FOR PET OWNERSHIP PERMIT

I hereby make application for a written **PET PERMIT** to keep the following described pet in my dwelling unit, as specifically authorized under the rules and regulations set forth herein. It is understood that no substitutions are allowed and no other shall be permitted on the premises.

Please circle the type of pet described herein: DOG CAT CAGED BIRD FISH

(NO OTHER TYPE OF PETS WILL BE PERMITTED)

BREED: _____ COLOR: _____ AGE: _____

The following information is necessary for a dog or a cat:

SIZE OF PET: _____ WEIGHT OF PET: _____
(Number of inches from floor to pet's shoulder.)

DATE OF LAST RABIES SHOT: _____ DATE OF LAST DISTEMPER SHOT: _____

DATE WHEN PET WAS SPAYED OR NEUTERED: _____

DESCRIPTION OF ANY KNOWN DEFORMITIES: _____

All evidence of the above listed treatment by a licensed veterinarian must be submitted and copies made by the Chickasaw Housing Authority for inclusion in the file of the Tenant.

NAME OF PET: _____ IS PET HOUSEBROKEN? _____

STATEMENT BY ALTERNATE CUSTODIAN: **(This section is to be filled out by Alternate Custodian.)**

I understand that I must take full responsibility for the pet listed above and owned by:

_____, who resides at _____
Tenant's Name Tenant's Address

, a unit owned by the Chickasaw Housing Authority. At any time the pet owner becomes unable to maintain said pet through reasons of illness, death, disability or absence from the unit, I understand that I must assume such responsibility at any time the Chickasaw Housing Authority contacts me that such action is needed.

I HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS OF THE PET POLICY OF THE CHICKASAW HOUSING AUTHORITY AND HAVE READ AND UNDERSTAND THESE RULES AND REGULATIONS. I HEREBY DECLARE THAT THE FACTS AND INFORMATION GIVEN IN THIS APPLICATION FOR PET OWNERSHIP PERMIT ARE TRUE AND CORRECT AND I UNDERSTAND THAT, IF THESE FACTS ARE NOT TRUE AND CORRECT, THE PET PERMIT WILL BE AUTOMATICALLY TERMINATED AND I WILL BE REQUIRED TO REMOVE THE PET IN FULL COOPERATION WITH THE RULES AND REGULATIONS OF THE PET POLICY, OR SUFFER LEASE CANCELLATION IN ACCORDANCE WITH THE LEASE AGREEMENT.

IN WITNESS WHEREOF, we have executed this Application for Pet Ownership Permit and this Alternate Custodian provision on this _____ day of _____, _____, at Chickasaw, Alabama.

Print Name of Pet Owner

Signature of Pet Owner

Witness

Phone Number of Pet Owner

Print Name of Alternate Custodian

Signature of Alternate Custodian

Address of Alternate Custodian

Phone Number of Alternate Custodian

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the City of Chickasaw		Grant Type and Number Capital Fund Program Grant No: CGPAL09P16670799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	0	6,017	6,017	0
3	1408 Management Improvements	0	12,200	12,200	0
4	1410 Administration	34,700	27,853	27,853	27,853
5	1411 Audit				
6	1415 Liquidated Damages	0	10,600	10,600	0
7	1430 Fees and Costs	38,800	19,400	19,400	19,400
8	1440 Site Acquisition				
9	1450 Site Improvement	0	5,410	5,410	5,410
10	1460 Dwelling Structures	343,238	330,473	330,473	325,208
11	1465.1 Dwelling Equipment—Nonexpendable	0	3,516	3,516	3,516
12	1470 Nondwelling Structures	0	3,970	3,970	0
13	1475 Nondwelling Equipment	0	4,425	4,425	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	7,800	674	674	674
18	1499 Development Activities				

		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	424,538	424,538	424,538	386,031
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: The Housing Authority of the City of Chickasaw			Grant Type and Number Capital Fund Program Grant No: CGPAL09P16670799 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AL09P166003	1.) Complete renovation of six (6)							
	housing units with central heating							
	and air conditioning and areas for							
	washer, dryer, water heater and							
	rear porch	1460		272,538	227,060	227,060	227,060	100% comp.
	2.) Renovate four (4) existing							
	handicap units with central							
	heating and air conditioning							
	and new areas for water heater							
	and rear porch	1460		60,000	89,776	89,776	89,776	100% comp.
	3.) Rework 17 existing sanitary sewer							
	services to existing sewer main	1460		10,700	10,700	10,700	10,700	100% comp.
	4.) Installation of address lights on 144							

	units	1460		0	4,032	4,032	4,032	100% comp.
	5.) Mini blinds for renovated units	1460		0	2,765	2,765	0	Waiting for approval
AL09P166003	Subtotal			343,238	330,473	330,473	325,208	
	7.) Cover the exterior of Housing Authority Maintenance building							
	vinyl siding	1470		0	3,970	3,970	3,970	100% comp.
	Subtotal			0	3,970	3,970	3,970	
	8.) Resurface basketball asphalt surface	1450		0	5,140	5,140	5,140	100% comp.
	Subtotal			0	5,140	5,140	5,140	
	9.) Utility transfer fee	1495.1		7,800	674	674	674	100% comp.
	Subtotal			7,800	674	674	674	
	10.) Place balance in operating income							
	other	1406		0	6,017	6,017	0	
	Subtotal			0	6,017	6,017	6,017	
	11.) Four (4) Maintenance employees to HVAC training	1408		0	4,800	4,800	0	
	12.) Liquidated Damages	1415		0	10,600	10,600	0	
	Subtotal			0	10,600	10,600	0	
	14.) Purchase six (6) gas stoves for renovated units @ \$238.00 each	1465.1		0	1,428	1,428	1,428	100% comp.

[illegible]

	Original	Revised	Actual	Original	Revised	Actual	
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CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the City of Chickasaw		Grant Type and Number Capital Fund Program Grant No: AL09P166501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) X Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	31,900			
3	1408 Management Improvements				
4	1410 Administration	40,095			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	44,550			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	443,702			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,500			
18	1499 Development Activities				

		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	561,747			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AL09P166002/3	1.) Reserve for operating budget	1406		31,900				0% comp.
	Subtotal			31,900				
AL09P166003	2.) Complete interior and partial							
	exterior renovations of 6 housing							
	units with central heat and air							
	conditioning and new area for							
	washer, dryer, water heater,							
	and rear porch.	1460		282,702				0% comp.
	3.) Partial renovations of 4 housing							
	units with central heating and							
	air conditioning and new area							
	for washer, dryer, water heater							
	and rear porch	1460		136,000				0% comp.
	4.) Construct reinforced concrete							

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of the City of Chickasaw		Grant Type and Number Capital Fund Program Grant No: AL09P166501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	57,314			
3	1408 Management Improvements				
4	1410 Administration	41,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	46,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	427,329			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,500			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	573,143			

		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
AL09P166002/3	1.) Reserve for operating budget	1406		57,314				0% comp.
	Subtotal			57,314				
AL09P166003	2.) Partial exterior renovations of							
	13 housing units with central							
	heat and air conditioning, new							
	area for washers, dryers and							
	water heater, rear porch area	1460		427,329				
	Subtotal			427,329				0% comp.
	3.) Relocation of 13 tenants for							
	costs of utility transfers.	1495.1		1,500				0% comp.
	Subtotal			1,500				
	Program Coordinator	1410.1		40,000				
	Advertisement for bids	1410.9		1,000				
	Subtotal			41,000				

[illegible]

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 3			
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	<div></div> Statem ent				
166-02		194,829	515,829	515,829	515,829
166-03		319,000	0	0	0
HA-Wide		31,900	57,314	57,314	57,314
CFP Funds Listed for 5-		573,143	573,143	573,143	573,143

year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2002			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	AL166-02/03	Reserve for Operating		AL166-02/03	Reserve for Operating	
		Budget	57,314		Budget	57,314
	Subtotal		57,314	Subtotal		57,314
	AL166-03	Interior/Exterior		AL166-02	Renovation of 30 units	
		renovation of 7 units			w/central air & heat,	
		w/central air & heat	231,000		LBP/asbestos abatement	469,729
				Subtotal		469,729
		Relocate 7 residents	1,000			
					Program Coordinator	45,000
	AL166-02	Renovate central CHA				
		office to include larger			Advertising for Bids	1,100
		lobby (with bathrooms),		Subtotal		46,100
		additional office and				
		storage space.	196,829			
	Subtotal		428,829			
		Program Coordinator	41,000			
	Subtotal		41,000			
		P.E. Consulting fee	46,000			
	Subtotal		46,000			

Total CFP Estimated Cost | \$573,143

\$573,143

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

[illegible]

Total CFP Estimated Cost			\$573,143			\$573,143

Capital Fund Program Five-Year Action Plan
Part I: Summary

S A M P L E

PHA Name <i>Anytown</i> <i>Housing Authority</i>		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
<i>10-01/Main Street</i>		<i>\$80,000</i>	<i>\$36,000</i>	<i>\$65,000</i>	<i>\$55,000</i>
<i>10-02/Broadway</i>		<i>\$90,000</i>	<i>\$40,900</i>	<i>\$40,000</i>	<i>\$43,000</i>
<i>HA-wide</i>		<i>\$100,000</i>	<i>\$50,000</i>	<i>\$35,000</i>	<i>\$27,000</i>
CFP Funds Listed for 5-year planning		<i>\$270,000</i>	<i>\$162,900</i>	<i>\$140,000</i>	<i>125,000</i>
Replacement Housing Factor Funds		<i>\$40,000</i>			

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

S A M P L E

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2002 PHA FY: 2002			Activities for Year: <u>3</u> FFY Grant: 2003 PHA FY: 2003		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	10-01/Main Street	<i>Porches</i>	\$35,000	10-01/Main Street	<i>Security Doors replaced</i>	\$36,000
		<i>Doors</i>	\$45,000			
	<i>Subtotal</i>		\$80,000			
	10-02/Broadway	<i>Windows</i>	\$55,000	10-02/Broadway	<i>Kitchen Cabinets</i>	\$40,900
		<i>Site Improvements</i>	\$35,000			
	<i>Subtotal</i>		\$90,000			
	<i>HA-wide</i>	<i>Office Equip/Computer System upgrade</i>	\$100,000	<i>HA-Wide</i>	<i>Security/Main Office and Common Hallways</i>	\$50,000

[illegible]

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

SAMPLE (continued)

Activities for Year : <u> 4 </u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u> 5 </u> FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
10-01/Main Street	Storage sheds and landscaping	\$65,000	10-01/Main Street	Replace bathroom tile	\$55,000
10-02/Broadway	Tub/shower replacement	\$40,000	10-02/Broadway	New gutters and interior doors	\$43,000
HA-wide	Lead-based paint abatement	\$35,000	HA-wide	Office Furniture	\$27,000
Total CFP Estimated Cost		\$140,000			\$125,000

Exhibit K

Chickasaw Housing Authority Community Service Requirements Policy

I. Community Service Requirements

- A. Based on Federal requirements (Ref: 24 CFR 960.600) all public housing residents must comply with the requirements of performing community service as outlined in this policy. All non-exempt residents (18) years of age or older must perform volunteer work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. This requirement is effective with resident reexaminations taking place on or after October 1, 2000.
- B. All non-exempt residents must meet the following criteria during the 12 month period of their dwelling lease:
1. Contribute 8 hours per month of community service (not including political activities); or
 2. Participate in an economic self-sufficiency program for 8 hours per month; or
 3. Perform 8 hours per month of combined activities as described in 1 and 2 above.

II. Criteria for Exempt Status

In accordance with Section XXVII, Part B of the Admissions and Continued Occupancy Policy the following adult residents are exempt from performing community service:

- A. Residents that are 62 years of age or older - the date of birth that was verified at admission and is documented in the CHA accounting system will be used to establish the age of a resident.
- B. Residents with qualifying disabilities which prevent an individuals compliance. The individual must provide appropriate documentation to support the qualifying disability.

Note: Individuals that qualify for a disability for occupancy reasons (SSI/Social Security Disability) meet this requirement and no additional information will

be required to be exempted from the community service requirement. Also, other persons may be exempted in this category if they provide a written Doctor's statement, which specifies their medical condition and that they are not capable of complying with the community service requirement due to their medical condition.

C. Persons engaged in work activities as defined in Section 407 (d) of the Social Security Act. This would be employment with any business, agency, organization or self-employment where a license has been issued to conduct business in the locality and the resident pays into the Social Security System.

D. Persons participating in at least eight (8) hours a month in a welfare-to-work program or Full-time student of an accredited school. An example of a welfare-to-work program is the JOBS program, which is administered by the Department of Human Resources.

E. Persons receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act. This would be programs funded through the Department of Human Resources.

III. Proof of Compliance with the Community Service Requirement

Each head of household must present to the CHA Lease and Occupancy Specialist documentation showing that he/she and all other non-exempt persons eighteen years of age or older living in his/her household has complied with the service requirement. The documentation must be provided to the Lease and Occupancy Specialist, by the head of household, at least **14 calendar days** prior to the required annual reexamination of family income and composition. Documentation may include a letter from the agency on letterhead or other official document. The letter or other official document must contain the following information:

A. Agency name

B. Official's name from the agency and title

C. Total hours worked by resident

D. A signed and dated certification containing the statement: I, _____, (Certifying Official)
certify that _____ (CHA Resident) has performed volunteer community service work for this agency over the past _____ month(s) for a total of _____ hours.

Note: At the Resident's option, a certification form prepared by the CHA may be obtained from the Housing Office (604 Dumont Street) and used by the

agency to make the certification of compliance to the CHA (see attachment).

IV. Failure to comply with the Community Service Requirements

Prior to annual reexamination, the CHA will verify compliance of each applicable family member who is required to fulfill the community service requirement. If the head of household fails to provide the signed certification(s) to the CHA, a determination of noncompliance will be made and the resident notified, in writing, of their noncompliance. The letter will explain the resident's status and what actions the resident must take to remedy the noncompliance.

V. Qualifying Agencies and Other Agency Approval for Volunteer Community Service

Any agency that is designated as a non-profit agency and serves the public is an authorized agency for performing community service. The following are examples of qualifying agencies and/or organizations: All Churches, American Red Cross, Boys & Girls Clubs, Boy Scouts, Big Brothers & Big Sisters, Girl Scouts, Habitat for Humanity, Salvation Army, United Way.

The agencies listed above do not represent all the eligible agencies in Mobile County. However, if a Resident chooses an agency/organization whose status as a community service/non-profit agency is questionable, the Resident must submit the name of the agency/organization to the Housing Office, in writing, prior to performing the community service. A decision will be made concerning the agency's/organization's eligibility and the Resident will be notified, in writing, of the status.

Note: It is the responsibility of the resident to contact qualifying agencies and make the necessary arrangements to perform community service as outlined in this policy. Also, it is the responsibility of the head of household to ensure that all non-exempt family members comply with the community service requirements.

VI. Qualifying Agency for Participation in an Economic Self-sufficiency Program

As noted in Section I, Part B, #2, non-exempt residents may meet the community service requirements by participating in an economic self-sufficiency program. Therefore, if a resident chooses to participate in an economic self-sufficiency program, the head of household must submit the name of the agency and/or organization to the Housing Office, in writing, prior to performing the economic self-sufficiency activity. A decision will be made on the agencies eligibility and the resident will be notified, in writing, if the agency is approved or disapproved.

VII. Procedure for Processing Change in Status

The head of household must notify the Housing Office within ten (10) calendar days after there is a change in any family member's exempt status as defined in Section II.

Therefore,

a change from exempt to non-exempt or non-exempt to exempt must be reported within ten (10) calendar days.

(Signature and Title of Certifying Official)

Resident Member on the PHA Governing Board

1. ____ Yes X No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

____ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

____ the PHA has less than 300 public housing units, has provided reasonable

X notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: August 2001

Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Jim Trout, City of Chickasaw

Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Ms. Nell Autrey, President

Ms. Ann Wendling, Vice-President

Mr. Bob Brasher

Mrs. Marie Brasher

Ms. Darla Crawford

Resident Member on the PHA Governing Board

1. ____ Yes X No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

How was the resident board member selected: (select one)?

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